

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 7/19/2017 1:39:07 PM
To: Parker, Gary [parker.gary@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: RE: V/V - request from the COS

Thanks!

From: Parker, Gary
Sent: Wednesday, July 19, 2017 9:15 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: V/V - request from the COS

Debbi,

The number of retirement eligible (not inclusive of VERA) is 3,135. This came from a roll up from our targeted positions 7-6-17 excel document sent to OPM/OMB. This should answer bullet #6 below.

R,
Gary

Mr. Gary Parker
Branch Chief, Workforce Planning
USEPA/OARM/OHR
(O) 202-564-7421
(M) 202-253-7099

From: Hunt, Loretta
Sent: Tuesday, July 18, 2017 6:59 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Cc: Parker, Gary <parker.gary@epa.gov>
Subject: RE: V/V - request from the COS
Importance: High

Donna, per our conversation

- The draft communication for Mike Flynn was sent in a separate email at 6:14 pm
- ORD "story" sent in a previous email at 5:00 pm.
- You already have ORD and OLEM's business cases.
- Examples of jobs with grades below
- Comparison of 2014 V/V to 2015 V/V forthcoming
- Number of people eligible to retire (early or optional) in the pool to be sent by PPTD 7/19
- Number of Superfund positions (Remedial Project Managers and On Scene Coordinators broken out by AA-ship/Region) to be sent by PPTD 7/19

Examples of targeted positions

OCFO wants to:

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Vizian, Donna
Sent: Tuesday, July 18, 2017 3:37 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Cc: Flynn, Mike <Flynn.Mike@epa.gov>
Subject: V/V - request from the COS

Hi I just came from Ryan's office. Here is what he is seeking:

- A communication from Mike Flynn to all employees reminding them that the application period is open. Like it to go out tomorrow
- I need the OLEM and ORD business cases
- He would like examples of jobs (in English) and grades in the package. Can we get the number of people eligible to retire in the pool?
- Also need a description of what was in our packages last time around added to the attached. Please do in track changes so he can see it
- Need to tell a story about ORD. Let me know if you have any ideas.

Need ASAP – mid-morning tomorrow the latest. Sorry for the quick turn-around and thanks

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 7/20/2017 1:41:10 AM
To: Parker, Gary [parker.gary@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: Fwd: VERA VSIP Applications Receiv

Getting close to my estimate-- just sayin'

Begin forwarded message:

From: "Helm, Arron" <Helm.Arron@epa.gov>
Date: July 19, 2017 at 5:10:40 PM EDT
To: "Vizian, Donna" <Vizian.Donna@epa.gov>, "Showman, John" <Showman.John@epa.gov>, "Hart, Debbi" <Hart.Debbi@epa.gov>, "Hunt, Loretta" <Hunt.Loretta@epa.gov>
Subject: Fwd: VERA VSIP Applications Received

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Message

From: Kirkland, William [Kirkland.William@epa.gov]
Sent: 6/27/2017 6:28:41 PM
To: Parker, Gary [parker.gary@epa.gov]; Martinez, Doris [Martinez.Doris@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: RE: FAQ POSTING NEW VERSION

Good Afternoon Gary,

Your requested posting has been completed. Thank you.

William (Bill) Kirkland
Kirkland.William@epa.gov
Information Technology Division, Office of Human Resources
OARM/OHR/ITD
Phone: (202) 564-7533
Room: 1220B WJC East

From: Parker, Gary
Sent: Monday, June 26, 2017 11:27 AM
To: Kirkland, William <Kirkland.William@epa.gov>; Martinez, Doris <Martinez.Doris@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: FAQ POSTING NEW VERSION

Bill,

An updated version, please disregard my previous message and post this version. Thank you.

R,
Gary

Mr. Gary Parker
Branch Chief, Workforce Planning
USEPA/OARM/OHR
(O) 202-564-7421
(M) 202-253-7099

From: Parker, Gary
Sent: Monday, June 26, 2017 7:34 AM
To: Kirkland, William <Kirkland.William@epa.gov>; Martinez, Doris <Martinez.Doris@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FAQ POSTING

Bill,

Please post the attached to the early out/buy out page, <http://intranet.epa.gov/policy/buyouts/index.htm>

Label it "VERA/VSIP FAQs"

Thank you.

R,
Gary

Message

From: Shanahan, Katherine [Shanahan.Katherine@epa.gov]
Sent: 6/29/2017 3:41:57 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: V/V

Life can be good when we are a TEAM!

-----Original Message-----

From: Hart, Debbi
Sent: Thursday, June 29, 2017 11:41 AM
To: Shanahan, Katherine <Shanahan.Katherine@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Westenberger, Andrea <Westenberger.Andrea@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>
Subject: RE: V/V

Really appreciate EVERYBODY's help on this! Debbi

-----Original Message-----

From: Shanahan, Katherine
Sent: Thursday, June 29, 2017 10:46 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Westenberger, Andrea <Westenberger.Andrea@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>
Subject: RE: V/V

On it

Kathie

-----Original Message-----

From: Hunt, Loretta
Sent: Thursday, June 29, 2017 10:44 AM
To: Shanahan, Katherine <Shanahan.Katherine@epa.gov>
Cc: Westenberger, Andrea <Westenberger.Andrea@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>
Subject: RE: V/V

The PMO group list is OHR PMO.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

-----Original Message-----

From: Terris, Carol
Sent: Thursday, June 29, 2017 10:37 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Shanahan, Katherine <Shanahan.Katherine@epa.gov>; Westenberger, Andrea <Westenberger.Andrea@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: V/V

Yes, we do -- OCFO-SBO and OCFO-Regional Comptroller are the list names.

(I'd ask them to keep close hold)

-----Original Message-----

From: Hunt, Loretta
Sent: Thursday, June 29, 2017 10:32 AM
To: Terris, Carol <Terris.Carol@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Shanahan, Katherine <Shanahan.Katherine@epa.gov>; Westenberger, Andrea <Westenberger.Andrea@epa.gov>
Subject: RE: V/V
Importance: High

Great. Yes, we should invite the budget leads but we don't know who they are. Do you have a group list?

OMB mentioned that R10's budget cost estimate chart was a good example to follow. That information is in the business case document I sent you yesterday.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

-----Original Message-----

From: Terris, Carol
Sent: Thursday, June 29, 2017 9:51 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: Re: V/V

Yes it should be possible
Let me speak with my folks

Do you want to invite the budget leads to join on 2:30 call?

Sent from my iPhone

> On Jun 29, 2017, at 9:12 AM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

>

> Carol-- can we pull off having the cost estimate discussion today? Given holiday...

>

> -----Original Message-----

> From: Shanahan, Katherine

> Sent: Thursday, June 29, 2017 8:23 AM

> To: Hunt, Loretta <Hunt.Loretta@epa.gov>

> Cc: Hart, Debbi <Hart.Debbi@epa.gov>

> Subject: V/V

>

> Hi Loretta

> I am having a call with HROs today at 2:30. Since R10 is lead region for OARM and their HRO left, I have been helping them fill the role of Lead Region HRO.

> Is there anything you would like me to share with the HROs or would you like the opportunity to speak with them. I know many folks are starting vacations this week so timing is tough. In my own office, I have the comptroller and ARA starting vacation and the person in my office who works with me on these packages is also going on leave after today. So if there is anything we can do to be responsive to the V/V issues, I am happy to facilitate that today

>

> Kathie

> Sent from my iPhone

Message

From: Torrez, Alfredo [Torrez.Alfredo@epa.gov]
Sent: 6/5/2017 3:17:31 PM
To: Parker, Gary [parker.gary@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: Re: Urgent V/V question

Currently in a meeting- I'll respond by 12:30.

Alfredo Torrez, Associate Director and
OW Program Management Official
Management and Operations Staff
Office of Water
U.S. Environmental Protection Agency
Office Phone: (202) 564-6621
Mobile Phone: (202) 573-1956

On Jun 5, 2017, at 10:28 AM, Parker, Gary <parker.gary@epa.gov> wrote:

Alfredo,

Donna needs to know

Ex. 5 - Deliberative Process
Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process Y/N).

R,
Gary

Mr. Gary Parker
Branch Chief, Workforce Planning
USEPA/OARM/OHR
(O) 202-564-7421
(M) Ex. 6 - Personal Privacy

From: Vizian, Donna
Sent: Monday, June 05, 2017 9:45 AM
To: Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: V/V questions

Hi – can you tell me which SL/ST positions OW has targeted? thanks

To: Smith, Susan[Smith.Susan@epa.gov]
Cc: Hart, Debbi[Hart.Debbi@epa.gov]; Hunt, Loretta[Hunt.Loretta@epa.gov]
From: Parker, Gary
Sent: Mon 6/5/2017 2:42:52 PM
Subject: RE: V/V questions

Thanks Susan.

Mr. Gary Parker

Branch Chief, Workforce Planning

USEPA/OARM/OHR

(O) 202-564-7421

(M) Ex. 6 - Personal Privacy

From: Smith, Susan
Sent: Monday, June 05, 2017 10:42 AM
To: Parker, Gary <parker.gary@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: V/V questions

Ex. 5 - Deliberative Process

By the way, still waiting on the go ahead from my Acting AA to send you the requested revisions that I mentioned on my voice mail last Friday.

Take care!!

Susan

Susan Smith, Director

Organizational Management and Integrity Staff

Office of Land and Emergency Management/U.S. EPA

1301 Constitution Ave., NW, Washington, DC 20460

4139 WJC West/MC: 5101T

202-564-6656 (office)

Ex. 6 - Personal Privacy (cell)

202-566-6324 (fax)

[Follow OLEM](#) on Twitter [@EPALand](#)

From: Parker, Gary

Sent: Monday, June 05, 2017 10:22 AM

To: Smith, Susan <Smith.Susan@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>

Subject: FW: V/V questions

Susan,

Can you provide details such as: job title, occ series, division/branch name and supervisory duties (Y/N) for the SES position you have targeted in your V/V numbers please?

Mr. Gary Parker

Branch Chief, Workforce Planning

USEPA/OARM/OHR

(O) 202-564-7421

(M) Ex. 6 - Personal Privacy

From: Vizian, Donna

Sent: Monday, June 05, 2017 9:45 AM

To: Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: V/V questions

Hi – can you tell me which Ex. 5 - Deliberative Process OLEM has targeted? thanks

To: Hunt, Loretta[Hunt.Loretta@epa.gov]
From: Hart, Debbi
Sent: Tue 6/6/2017 9:09:44 PM
Subject: Fwd: Freeze of Targeted V/V Positions

Ex. 5 - Deliberative Process

OY! You may want to speak with her directly

Sent from my iPhone

Begin forwarded message:

From: "Milton, Laura" <Milton.Laura@epa.gov>
Date: June 6, 2017 at 2:56:31 PM EDT
To: "Hart, Debbi" <Hart.Debbi@epa.gov>, "Hunt, Loretta" <Hunt.Loretta@epa.gov>
Subject: FW: Freeze of Targeted V/V Positions

Hi Debbie/Loretta, I'm so glad you love getting questions from us! ;)

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Laura Milton, PMO

Administrative Management Division

OECA/Office of Administration and Policy

US Environmental Protection Agency

Phone: 202-564-6017

milton.laura@epa.gov

From: Starfield, Lawrence
Sent: Tuesday, June 06, 2017 11:59 AM
To: Milton, Laura <Milton.Laura@epa.gov>

Cc: Layne, Kenda <Layne.Kenda@epa.gov>; Badalamente, Mark <Badalamente.Mark@epa.gov>; Miles, Erin <Miles.Erin@epa.gov>
Subject: FW: Freeze of Targeted V/V Positions

FYI. Please share, as appropriate.

From: Vizian, Donna
Sent: Tuesday, June 06, 2017 10:39 AM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>; ARA <ARA@epa.gov>; DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: Freeze of Targeted V/V Positions

OPM's VERA guidance requires that VERA eligible employees serve in a position for a minimum time specified by OPM (usually 30 days prior to the date of the agency request).

Given the current schedule for submitting our V/V business case later this month, please be aware that movement in and out of all targeted positions through reassignments, reorganizations, etc. must cease effective immediately. The prohibition on movement in and out of targeted positions extends to VSIP targeted positions too.

To: Hart, Debbi[Hart.Debbi@epa.gov]; Hunt, Loretta[Hunt.Loretta@epa.gov]
From: Milton, Laura
Sent: Mon 5/15/2017 10:21:46 PM
Subject: OECA questions re VERA/VSIP

Thank you again for walking me through some of our questions this morning. I am sure that we'll have many more! Mark and I are hoping to talk to you in the morning about an overarching approach though. As we mentioned in the initial submission,

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

I guess my threshold question is:

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Do you have any other ideas???

—

I think we can cleanly manage this on the back end.

Sent from my Windows Phone

To: Breneman, Sara[breneman.sara@epa.gov]; Hart, Debbi[Hart.Debbi@epa.gov]; Hunt, Loretta[Hunt.Loretta@epa.gov]
Cc: Sanders, Amy[Sanders.Amy@epa.gov]
From: Breneman, Sara
Sent: Wed 6/21/2017 1:42:44 AM
Subject: RE: Possible correction to the R5 V/V package
R5 VV Business Case.6-21-17.docx

Debbi and Loretta,

If it is possible to correct Region 5's package, here is a complete corrected submittal of the business case write-up. Please let me know if there is anything else I can do.

Thanks,
Sara

-----Original Message-----

From: Breneman, Sara [mailto:breneman.sara@epa.gov]
Sent: Tuesday, June 20, 2017 5:13 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Sanders, Amy <Sanders.Amy@epa.gov>
Subject: Possible correction to the R5 V/V package

Debbi and Loretta,

I hate to do this to you, but one of our Division Directors caught a last minute typo in his Division's section of the write-up that unfortunately is substantive.

Ex. 5 - Deliberative Process

The spreadsheet has it correct and this doesn't effect our overall number. Is there anything that can be done about it at this point? I don't know how you plan to roll this out to staff, and which is the overriding document.

Again, I am so sorry to be creating a last minute problem. Please let me know if you think there is a chance it could be corrected.

Thanks,
Sara
312-886-0243

To: Hunt, Loretta[Hunt.Loretta@epa.gov]; Hart, Debbi[Hart.Debbi@epa.gov]
From: Shanahan, Katherine
Sent: Tue 5/9/2017 3:58:51 PM
Subject: FW: Revised V/V Spreadsheet - example
R5 Targeted Positions Example (003).xlsx

Hi Debbie and Loretta

The HRO's certainly appreciate your patience as we raise our concerns and questions about the preparation of our V/V package. The overarching concern is how do we adequately represent the individualized need of each of our Regions in how we want to advertise the V/V opportunity.

Understanding that there is some difference in terminology between regions, for purposes of this message I will think about it in terms series and grades open to all in the region, series and grade open to the first sub -level (divisions or offices) and series and grades open to the 2nd sub-level reporting unit (sections or units).

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

I just wanted to provide you some background sense of the conversations that are going on and what you might hear on the call

KAthie

From: Westenberger, Andrea
Sent: Tuesday, May 09, 2017 11:06 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Breneman, Sara <breneman.sara@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Shanahan, Katherine <Shanahan.Katherine@epa.gov>
Subject: RE: Revised V/V Spreadsheet - example
Importance: High

Please reply to this thread, not the original I sent. I included Danielle Shannon instead of Katherine Shanahan.

Thanks,

Andrea

Andrea Westenberger

Lead Region Coordinator for OCFO & OARM

Regional Planner | Strategic Planning | EPA Region 10

1200 Sixth Avenue, OMP 21-I01

Seattle, WA 98101

(206) 553-6111 (office)

Ex. 6 - Personal Privacy (cell)

westenberger.andrea@epa.gov

From: Westenberger, Andrea
Sent: Tuesday, May 09, 2017 8:04 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Breneman, Sara <breneman.sara@epa.gov>; Shannon, Danielle

<shannon.danielle@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: Revised V/V Spreadsheet - example

Hi Loretta & Debbi,

Attached is a revised V/V using a Region 5 example (created by Sara Breneman). The red numbers are what OARM provided and would not be changed. It includes new rows to breakdown targeted positions as well as cells with subtotals. There are three organizational structure columns that can be used (or not) depending on the level of detail used by each region. How does this look?

Red = original info provided by OARM (not to be changed)

Bold = subtotals (using formulas)

Thanks,

Andrea

Andrea Westenberger

Lead Region Coordinator for OCFO & OARM

Regional Planner | Strategic Planning | EPA Region 10

1200 Sixth Avenue, OMP 21-I01

Seattle, WA 98101

(206) 553-6111 (office)

Ex. 6 - Personal Privacy (cell)

westenberger.andrea@epa.gov

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 3/1/2017 7:23:35 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]; Showman, John [Showman.John@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]; Helm, Arron [Helm.Arron@epa.gov]
Subject: Comparison Chart
Attachments: V-V and RIF Chart.docx

Donna, per your conversation with Debbi.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Early Retirement, Buyouts and Reductions-In-Force Comparison

	Voluntary Early Retirement (Early Out)	Voluntary Separation Incentive Payments (Buyout)	Reductions-In-Force
Summary	<ul style="list-style-type: none"> • Allows an agency undergoing restructuring or downsizing to temporarily lower the age and service requirements in order to increase the number of employees who are eligible for retirement. • Acceptance of early retirement is voluntary. • Agency must prepare a business case with targeted positions. • OPM must approve. 	<ul style="list-style-type: none"> • Allows an agency that is downsizing or restructuring to offer employees lump-sum payments up to \$25,000 as an incentive to separate. • Acceptance of buyout is voluntary. • Agency must prepare a business case with targeted positions. • OPM and OMB must approve. 	<ul style="list-style-type: none"> • When an agency must abolish positions, RIF regulations determine whether an employee keeps his or her present position, has a right to a different position or must be separated. • RIF actions are involuntary. • Agency must prepare a business case with targeted positions. • Agency must adhere to the procedures and regulations in 5 CFR 351 when conducting a RIF. • OPM approval is not required but it does retain the authority to examine any part of the agency's RIF process and may take corrective actions if violations are found.
Benefits	<ul style="list-style-type: none"> • Encourages voluntary attrition. • Can be used in conjunction with VSIP. 	<ul style="list-style-type: none"> • Encourages voluntary attrition. • Can be used in conjunction with VERA. 	<ul style="list-style-type: none"> • Allows the agency to abolish non-mission critical positions.
Consequences	<ul style="list-style-type: none"> • Enough eligible employees may not take early out. 	<ul style="list-style-type: none"> • Enough eligible employees may not take the buyout. • OMB may require the agency to demonstrate how the buyout will be budget neutral (i.e., will not result in any increased costs above current or future FY 	<ul style="list-style-type: none"> • Agency would need to prepare extensively to conduct a RIF (information required for determining levels and sub-groups must be up-to-date and validated).

	Voluntary Early Retirement (Early Out)	Voluntary Separation Incentive Payments (Buyout)	Reductions-In-Force
		appropriations to pay for costs incurred from the buy-out).	<ul style="list-style-type: none"> • There are regulatory timeframes for identifying competitive areas and employee notification. • Results can be unpredictable because some employees (e.g., higher tenure group or veterans) have bump and retreat rights (i.e., displacing someone in a lower group). • Employees who are separated or downgraded due to RIF have the right to appeal the Merit Systems Protection Board if the employee believes the agency did not properly follow RIF regulations.
Costs	<ul style="list-style-type: none"> • Annual leave payouts. • OPM VERA processing fees. 	<ul style="list-style-type: none"> • Incentive payments up to \$25,000 per employee. • Annual leave payouts. • OPM VSIP processing fees. 	<ul style="list-style-type: none"> • Possible severance of up to a year's pay. • Annual leave payouts. • Some former employees will be eligible for unemployment benefits.

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 3/28/2017 4:27:07 PM
To: Cooper, Marian [Cooper.Marian@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: Fw: Workforce Reshaping VERA VSIP March 2017.docx
Attachments: Workforce Reshaping VERA VSIP March 2017.docx

Marian-

We added

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process Does that give you what you need?

From: Hunt, Loretta
Sent: Tuesday, March 28, 2017 12:07 PM
To: Hart, Debbi
Subject: Re: Workforce Reshaping VERA VSIP March 2017.docx

Please see my edits.

From: Hart, Debbi
Sent: Tuesday, March 28, 2017 10:02:40 AM
To: Hunt, Loretta
Subject: Fw: Workforce Reshaping VERA VSIP March 2017.docx

Donna would like us to define VERA and VSIP
Can you assist? Will call to clarify.


Ex. 5 - Deliberative Process

From: Cooper, Marian
Sent: Tuesday, March 28, 2017 9:40 AM
To: Hart, Debbi
Subject: Workforce Reshaping VERA VSIP March 2017.docx

Message

From: Smith, Susan [Smith.Susan@epa.gov]
Sent: 7/18/2017 10:15:29 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]
Subject: Re: OLEM V/V

Assuming you are talking about max offers. See below:

ORCR -
OSRTI - 

Let me know if you need anything else.

Sent from my iPhone

On Jul 18, 2017, at 5:35 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Hi Susan,

Can you tell me the break out between SF and RCRA? Thanks

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 3/20/2017 3:26:52 PM
To: Helm, Arron [Helm.Arron@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: Workforce Reshaping Question

Arron,

Donna has asked questions about competitive areas as per the current RIF policy and regulation.

5 CFR 351.402 states: *A competitive area must be defined solely in terms of the agency's organizational unit(s) and geographical location and, except as provided in paragraph (e) of this section, it must include all employees within the competitive area so defined. A competitive area may consist of all or part of an agency. The minimum competitive area is a subdivision of the agency under separate administration within the local commuting area.*

Thus, according to the policy the agency's competitive areas are:

- Each AA-ship
- Each RA-ship
- GC
- IG
- CFO
- AO
- RTP
- Field offices (labs)
- Regional Counsels who report to GC at HQ

In re: to field offices, they may constitute multiple "competitive areas" if part of the installation reports to the RA and another reports to OAR or ORD (or any other program office that constitutes administration).

Based on the "separate administration within the local commuting area" clause, I don't think the agency could designate anything smaller than the sub-field offices/Regional Counsel competitive areas.

Thoughts, corrections?

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 3/20/2017 2:24:35 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: Policy question

I would need to hear what she considers a smaller unit. The regs require competitive area determinations based on the agency's geographical locations and established organizational units.

OPM guidance on RIF competitive areas (starts on pg. 29) states:

An agency may not define a competitive area on the basis of other considerations (such as bargaining unit membership, grade, occupation, etc.).

The same competitive area standard applies to both headquarters and field activities:

- A minimum headquarters or field activity competitive area is any organizational unit under separate administration (which is explained below) within the local commuting area.
- The agency uses the same general minimum standard of separate administration within the local commuting area to establish competitive areas for both headquarters and field components.

If two or more field activities are grouped at the same field installation, but are organizationally independent and separate from each other in operation, work function, staff, and personnel management, each activity may properly be designated a competitive area.

Separate Administrative Management Authority in Competitive Area Determinations.

As used for purposes of establishing a minimum competitive area, "separate administration":

1. Is the administrative authority to take or direct personnel actions (including the authority to establish positions, abolish positions, assign duties, etc.) rather than the issuance or processing of the documents by which these decisions are effected;
2. Means that the organizational unit is separately organized and clearly distinguished from other organizational units within the same local commuting area in regard to operation, work function, staff, and personnel management;
3. Recognizes that individual organizational components may be under separate administration even though many agencies reserve final approval of certain personnel actions to a higher level in the agency (including classification of positions, filling of higher-graded positions, processing of personnel actions, etc.); and
4. Is evidenced by the agency's organizational manual and delegations of authority that document where, in the organization, final authority rests to make decisions such as establishing positions, abolishing positions, assigning duties, etc. This is the standard for a minimum competitive area in a local commuting area, in either a headquarters organization or field component.

The fact that the same personnel office services several activities does not constitute "separate administration" and does not, of itself, require that they be placed in the same competitive area. The personnel office merely processes personnel actions rather than having final responsibility to make decisions on whether to establish positions, abolish positions, assign duties, etc

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

-----Original Message-----

From: Hart, Debbi
Sent: Monday, March 20, 2017 9:41 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: FW: Policy question

I agree - thoughts?

-----Original Message-----

From: Vizian, Donna
Sent: Monday, March 20, 2017 9:36 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: Policy question

When I read the definition of separate administration,

Ex. 5 - Deliberative Process

-----Original Message-----

From: Hart, Debbi
Sent: Monday, March 20, 2017 9:27 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Showman, John <Showman.John@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: Policy question

From Loretta, yes, the 1986 policy's competitive areas are the smallest allowed by reg.

5 CFR 351.402 - Competitive area.

(b) A competitive area must be defined solely in terms of the agency's organizational unit(s) and geographical location and, except as provided in paragraph (e) of this section, it must include all employees within the competitive area so defined. A competitive area may consist of all or part of an agency. The minimum competitive area is a subdivision of the agency under separate administration within the local commuting area.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

-----Original Message-----

From: Vizian, Donna
Sent: Friday, March 17, 2017 8:47 AM
To: Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Showman, John <Showman.John@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: Policy question

GM. I was reading the RIF policy last night. It states that the competing areas as defined in the policy are the smallest allowed per OPM guidance. Is this still true? Could you get me the answer by 10 on Monday? Thanks much

Message

From: Vizian, Donna [Vizian.Donna@epa.gov]
Sent: 7/18/2017 9:35:54 PM
To: Smith, Susan [Smith.Susan@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]
Subject: OLEM V/V

Hi Susan,

Can you tell me the break out between SF and RCRA? Thanks

Message

From: Dean, StevenB [Dean.StevenB@epa.gov]
Sent: 7/18/2017 3:35:31 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: Regional Input - Question - Training (OHR FY2017 Assurance Letter Submission)

No one is acting....I am able to respond and take calls if necessary. If I were actually a participant in the class, I would have designated an acting.

Steven

Steven B. Dean
Chief, Training Branch
USEPA Headquarters
William Jefferson Clinton East Building
1201 Constitution Ave., N.W.
Rm 1136A
Mail Code: 3601M
Washington, DC 20460
(O) (202) 564-6619
(M) (202) 510-0521
dean.stevenb@epa.gov

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Please Consider the Environment
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From: Hart, Debbi
Sent: Tuesday, July 18, 2017 11:14 AM
To: Dean, StevenB <Dean.StevenB@epa.gov>
Subject: RE: Regional Input - Question - Training (OHR FY2017 Assurance Letter Submission)

Who is acting for you? Or no acting maybe?

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Dean, StevenB
Sent: Tuesday, July 18, 2017 11:10 AM
To: Smith-Starckey, Tracye <Smith-Starckey.Tracye@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Cc: Hembrey, Cheri <Hembrey.Cheri@epa.gov>; Womack, Sandy <Womack.Sandy@epa.gov>

Subject: RE: Regional Input - Question - Training (OHR FY2017 Assurance Letter Submission)

Tracye / Debbi,

I would say:

Ex. 5 - Deliberative Process

Steven

Steven B. Dean
Chief, Training Branch
USEPA Headquarters
William Jefferson Clinton East Building
1201 Constitution Ave., N.W.
Rm 1136A
Mail Code: 3601M
Washington, DC 20460
(O) (202) 564-6619
(M) (202) 510-0521
dean.stevenb@epa.gov

[Click to contact me via Skype](#)



[Follow Me on Microsoft Delve](#)



Please Consider the Environment
Before Printing This Email

From: Smith-Starckey, Tracye

Sent: Tuesday, July 18, 2017 9:48 AM

To: Hart, Debbi <Hart.Debbi@epa.gov>; Dean, StevenB <Dean.StevenB@epa.gov>

Cc: Hembrey, Cheri <Hembrey.Cheri@epa.gov>; Womack, Sandy <Womack.Sandy@epa.gov>

Subject: FW: Regional Input - Question - Training (OHR FY2017 Assurance Letter Submission)

Good Morning Debbi and Steven,

Sandy Womack is in the process of reviewing our FY2017 assurance letter submission and reaching out with some clarification questions. Please see her comments below and respond to his email ASAP using reply all. Thanks

Tracye Smith-Starckey

USEPA

Office of Human Resources

Program Management Staff

Office Phone: (202) 566-0121

EPA iPhone: (202) 406-0983

Email: Smith-Starckey.Tracye@epa.gov

From: Womack, Sandy
Sent: Friday, July 14, 2017 6:04 PM
To: Smith-Starckey, Tracie <Smith-Starckey.Tracie@epa.gov>; Hembrey, Cheri <Hembrey.Cheri@epa.gov>
Cc: Cunningham, Bisa <cunningham.bisa@epa.gov>
Subject: Regional Input - Question - Training

Hi Tracie and Cheri,

Not sure if this is also Bisa's area, in case it is, I've copied her on this request.

For the OHR regional response, please clarify or direct me to the OHR response that addresses "the need to ensure staff receive quality and regular training.....".

If you determine the OHR response did not address this concern, please provide a couple of sentences to address the regional concern and/or let me know if OHR intend on providing a response.

I need at your earliest! Thanks!

2. Support the Workforce through Training, Strategic Hiring & Succession Management: OARM

As OARM identified in the FY16 Assurance Memo, supporting our workforce continues to be a growing challenge. Given the recent restructuring, reshaping, and VERA/VSIP efforts, training for existing staff and for those that may be in new/reshaped areas is a growing priority. New initiatives such as the Remedial Acquisition Framework and IT tools, and the ongoing requirements to effectively manage resources/funds through budget execution, further illustrate a continued need to ensure staff receive quality and regular training to effectively meet the agency's mission.

In addition to training, the agency should re-evaluate our hiring and succession planning strategy to ensure that we are well positioned to fill critical positions (such as in the IT series), which could include offering competitive salaries to attract highly qualified candidates. Without this, our agency will risk having mission critical positions go unfilled or at minimum, lengthy periods of position vacancy.

OHR RESPONSE:

Ex. 5 - Deliberative Process

Message

From: Vizian, Donna [Vizian.Donna@epa.gov]
Sent: 3/20/2017 1:36:23 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: Policy question

Ex. 5 - Deliberative Process

When I read the definition of separate administration,

-----Original Message-----

From: Hart, Debbi
Sent: Monday, March 20, 2017 9:27 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Showman, John <Showman.John@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: Policy question

From Loretta, yes, the 1986 policy's competitive areas are the smallest allowed by reg.

5 CFR 351.402 - Competitive area.

(b) A competitive area must be defined solely in terms of the agency's organizational unit(s) and geographical location and, except as provided in paragraph (e) of this section, it must include all employees within the competitive area so defined. A competitive area may consist of all or part of an agency. The minimum competitive area is a subdivision of the agency under separate administration within the local commuting area.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

-----Original Message-----

From: Vizian, Donna
Sent: Friday, March 17, 2017 8:47 AM
To: Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Showman, John <Showman.John@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: Policy question

GM. I was reading the RIF policy last night. It states that the competing areas as defined in the policy are the smallest allowed per OPM guidance. Is this still true? Could you get me the answer beget 10 on Monday? Thanks much

Message

From: Torrez, Alfredo [Torrez.Alfredo@epa.gov]
Sent: 7/17/2017 9:12:12 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Jimenez, Elaine [Jimenez.Elaine@epa.gov]
CC: Vicki Simons - M1X-Detailee [vicki.simons@gsa.gov]
Subject: FW: Voluntary Separation Incentive Payment and Voluntary Early Retirement Authority Opportunities

Do you all know if the link to the online application form is accessible outside of the agency's system? If so, who can help? If not, is there a workaround? Vicki Simons is an OW employee on detail to GSA as part of the White House Leadership Development Program.

Thanks,

Alfredo Torrez, Associate Director and
OW Program Management Official
Management and Operations Staff
Office of Water, Office of the Assistant Administrator
U.S. Environmental Protection Agency
Room 3311C WJC East (4101M)
Phone: (202) 564-6621 Mobile: (202) 573-1956
Fax: (202) 564-0500
Email: torrez.alfredo@epa.gov

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From: Vicki Simons - M1X-Detailee [mailto:vicki.simons@gsa.gov]
Sent: Monday, July 17, 2017 2:50 PM
To: robert.stevens@epa.gov; Torrez, Alfredo <Torrez.Alfredo@epa.gov>
Subject: Re: Voluntary Separation Incentive Payment and Voluntary Early Retirement Authority Opportunities

Hello,

The link on the memo does not work from gsa. Do you know how I can access the site outside of EPA?

Vicki Anderson Simons, Esq.

Executive Director, Core Federal Services Council
White House Leadership Development Program Fellow

On Mon, Jul 17, 2017 at 1:05 PM, Shapiro, Mike <Shapiro.Mike@epa.gov> wrote:

MEMORANDUM

SUBJECT: Voluntary Separation Incentive Payment and Voluntary Early Retirement Authority Opportunities

FROM: Michael H. Shapiro
Acting Assistant Administrator

TO: Employees in Targeted Positions in the Office of Water

The U.S. Office of Personnel Management and the U.S. Office of Management and Budget have approved our request to offer Voluntary Separation Incentive Payment (buy-out) and Voluntary Early Retirement Authority (early-out) opportunities. As our organization explores various workforce planning efforts, we want to take advantage of these and other flexibilities and tools to help ensure that our workforce possesses the mix of skills most appropriate for carrying out our mission. This decision was not made lightly; we value our dedicated employees and appreciate the work you perform on behalf of the American people.

In accordance with statute and regulations, we identified the specific grades, occupational series, and geographic locations designated for VERA and VSIP for OPM and OMB, and have received their approval for the categories identified in Attachment A. The maximum number of VSIPs offered will be 30. If the number of applications received exceeds the maximum number of VSIPs we can offer under one of the categories identified in Attachment A, approvals will be based first on service computation date for leave and then on entry on duty date (total EPA years of service). If the SCD and EOD dates are the same for two eligible employees, then the offer will be granted to the employee who submitted his or her application first. Attachment A also shows the maximum number of VSIP offers that will be approved by organization, grade, occupational series, and geographic location, as applicable.

You can find basic eligibility criteria for VSIPs and VERAs in Attachment B. The HR SSC in Las Vegas can provide you with more information regarding your benefits and retirement, and can assist you with obtaining a retirement annuity estimate. Attachment C provides a list of your Executive Resources Division contacts.

If you decide to apply, you should do so early in the application period, which opens today, July 13, 2017 and closes at 11:59 p.m. Eastern standard time on July 26, 2017. Applications submitted between 12:00 a.m. EST, July 13, 2017 and 11:59 p.m. EST, July 26, 2017, will be accepted on a first come, first served basis if the number of applications does not exceed the maximum VERA/VSIP offers available.

Applications will only be accepted during this period using the online application system. Specific instructions on how and when to apply are in Attachment D. If your application is approved and you decide to proceed with VERA and/or VSIP, you must depart during the separation window which ends on September 2, 2017.

The decision to take advantage of a VERA or VSIP is entirely voluntary. This is a very personal decision. No one will be pressured to submit an application, and no one is required to accept an offer. You are urged to carefully consider the information provided and your personal situation prior to making a decision.

We will continue to provide anyone considering this decision with useful information and expert contacts. We plan to use all flexibilities and tools available to help the Office of Water most effectively support both individual employees as well as the agency's strategic mission.

Thank you.

Attachments

.....

Message

From: Helm, Arron [Helm.Arron@epa.gov]
Sent: 7/17/2017 8:08:09 PM
To: Showman, John [Showman.John@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]; Carter, Rick [Carter.Rick@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: VERA VSIP Applications Received

From: Martinson, Alice
Sent: Monday, July 17, 2017 4:02 PM
To: Helm, Arron <helm.aron@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>; Carter, Rick <Carter.Rick@epa.gov>; Atkinson, Ryan <atkinson.ryan@epa.gov>; Taylor, Jeremy <taylor.jeremy@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>
Cc: Mairose, Sue <Mairose.Sue@epa.gov>; Davis, Cathy <davis.cathy@epa.gov>; Jimenez, Elaine <Jimenez.Elaine@epa.gov>; Ashley, Cheryl <Ashley.Cheryl@epa.gov>; Scribbs, Alison <scribbs.alison@epa.gov>; Burt, Cynthia <Burt.Cynthia@epa.gov>
Subject: VERA VSIP Applications Received

As of 4:00 this afternoon, Ex. 5 - Deliberative Process applications have been received agency-wide.
Below is the breakdown by SSC and then by Program/Region.

HR Shared Service Center	Total
Cincinnati	Ex. 5 - Deliberative Process
ERD	
Las Vegas	
RTP	

Program or Region	Total
AO	Ex. 5 - Deliberative Process
OAR	
OARM	
OCFO	

Program or Region	Total
OCSPP	Ex. 5 - Deliberative Process
OECA	
OEI	
OGC	
OITA	
OLEM	
ORD	
OW	
Region 1	
Region 10	
Region 2	
Region 3	
Region 4	
Region 5	
Region 6	
Region 7	
Region 8	
Region 9	

~ Alice

Alice Martinson

Acting Section Chief, RTP-SSC
U.S. Environmental Protection Agency
OARM/HRMD-RTP (MD-C639-02)
Research Triangle Park, NC 27711
voice: 919-541-5420
fax: 919-541-1360



CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

From: Dean, StevenB [Dean.StevenB@epa.gov]
Sent: 7/18/2017 3:09:40 PM
To: Smith-Starckey, Tracye [Smith-Starckey.Tracye@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]
CC: Hembrey, Cheri [Hembrey.Cheri@epa.gov]; Womack, Sandy [Womack.Sandy@epa.gov]
Subject: RE: Regional Input - Question - Training (OHR FY2017 Assurance Letter Submission)

Tracye / Debbi,

I would say:

Ex. 5 - Deliberative Process

Steven

Steven B. Dean
Chief, Training Branch
USEPA Headquarters
William Jefferson Clinton East Building
1201 Constitution Ave., N.W.
Rm 1136A
Mail Code: 3601M
Washington, DC 20460
(O) (202) 564-6619
(M) (202) 510-0521
dean.stevenb@epa.gov

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Please Consider the Environment
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From: Smith-Starckey, Tracye
Sent: Tuesday, July 18, 2017 9:48 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Dean, StevenB <Dean.StevenB@epa.gov>
Cc: Hembrey, Cheri <Hembrey.Cheri@epa.gov>; Womack, Sandy <Womack.Sandy@epa.gov>
Subject: FW: Regional Input - Question - Training (OHR FY2017 Assurance Letter Submission)

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Tracye Smith-Starckey
USEPA
Office of Human Resources
Program Management Staff

Office Phone: (202) 566-0121
EPA IPhone: (202) 406-0983
Email: Smith-Starckey.Tracye@epa.gov

From: Womack, Sandy
Sent: Friday, July 14, 2017 6:04 PM
To: Smith-Starckey, Tracye <Smith-Starckey.Tracye@epa.gov>; Hembrey, Cheri <Hembrey.Cheri@epa.gov>
Cc: Cunningham, Bisa <cunningham.bisa@epa.gov>
Subject: Regional Input - Question - Training

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2. Support the Workforce through Training, Strategic Hiring & Succession Management: OARM

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In addition to training, the agency should re-evaluate our hiring and succession planning strategy to ensure that we are well positioned to fill critical positions (such as in the IT series), which could include offering competitive salaries to attract highly qualified candidates. Without this, our agency will risk having mission critical positions go unfilled or at minimum, lengthy periods of position vacancy.

OHR RESPONSE:

Ex. 5 - Deliberative Process

Message

From: Vizian, Donna [Vizian.Donna@epa.gov]
Sent: 7/18/2017 2:25:15 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]; Showman, John [Showman.John@epa.gov]
Subject: RE: Quick question re: VERA/VSIP

Feel free to tell the HRO/PMO community

From: Hart, Debbi
Sent: Tuesday, July 18, 2017 10:21 AM
To: Showman, John <Showman.John@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Subject: FW: Quick question re: VERA/VSIP

Do we need to communicate that our V/V package is posted?

From: Monroe, Scott
Sent: Monday, July 17, 2017 4:14 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Quick question re: VERA/VSIP

Hi Debbi,

I saw that OARM posted the V/V proposal and spreadsheet on the intranet. Is there any reason why OAR shouldn't let employees know that it's there? I think that our Acting AA would like to do so.

Thanks,
Scott

Message

From: Helm, Arron [Helm.Arron@epa.gov]
Sent: 7/18/2017 8:10:45 PM
To: Showman, John [Showman.John@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Carter, Rick [Carter.Rick@epa.gov]
Subject: VERA VSIP Applications Received

HR Shared Service Center	Total	
Cincinnati	Ex. 5 - Deliberative Process	
ERD		
Las Vegas		
RTP		

Program or Region	Total	
AO	Ex. 5 - Deliberative Process	
OAR		
OARM		
OCFO		
OCSP		
OECA		
OEI		
OGC		
OITA		

Program or Region	Total	
OLEM	Ex. 5 - Deliberative Process	
ORD		
OW		
Region 1		
Region 10		
Region 2		
Region 3		
Region 4		
Region 5		
Region 6		
Region 7		
Region 8		
Region 9		

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 3/16/2017 10:33:58 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: Documents
Attachments: VERA_VSIP-Executive_Overview.docx; OPM-OMB VERA VSIP Lessons Learned Oct 2014.docx; VERA VSIP Process July 2013.docx

Per our discussion

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

EXECUTIVE OVERVIEW

Early-Outs/Buy-Outs

(Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment)

Discussion

What is the Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment authority and how do they work?

Background

Early-Out or Voluntary Early Retirement Authority (VERA) allows agencies that are undergoing substantial restructuring, reshaping, downsizing, transfer of function, or reorganization to temporarily lower the age and service requirements in order to increase the number of employees who are eligible for retirement. The authority encourages more voluntary separations and helps the agency complete the needed organizational change with minimal disruption to the work force. By offering these short term opportunities, an agency can make it possible for employees to receive an immediate annuity years before they would otherwise be eligible.

Buy-Out or Voluntary Separation Incentive Payment (VSIP) Authority allows agencies that are downsizing or restructuring to offer employees lump-sum payments up to \$25,000 as an incentive to voluntarily separate. An agency may offer VSIP to employees who are in surplus positions or have skills that are no longer needed in the workforce who volunteer to separate by resignation, optional retirement, or by voluntary early retirement. By allowing employees to volunteer to leave the Government, agencies can minimize or avoid involuntary separations through the use of costly and disruptive reductions in force (RIFs). Buy-outs must be budget neutral.

OPM approval is required for an agency to offer early-outs or buy-outs. Agencies must submit a business case that outlines their plans. OPM approval generally takes 4-6 weeks and will stipulate a period of time during which the agency can offer early outs or buy-outs.

The agency's business case includes:

- Background history and justification for request
- Before and after organizational charts, as applicable
- Time period the incentives are available
- Data on the targeted population
- Anticipated budget impact
- Anticipated employee interest
- The maximum number of buy-outs to be offered
- Information about how the organization will operate without the eliminated or restructured positions and functions.

Employee Coverage

VERA

Upon approval, an employee who meets the general eligibility requirements may be eligible to retire early. The employee must:

1. Meet the minimum age and service requirements –

- At least age 50 with at least 20 years creditable Federal service, OR
- Any age with at least 25 years creditable Federal service
- 2. Have served in a position covered by the OPM authorization for the minimum time specified by OPM (usually 30 days prior to the date of the agency request)
- 3. Serve in a position covered by the agency's plan (i.e. title, series, grade, geographic location, etc.) and
- 4. Separate by the close of the early-out period.

[Note: CSRS covered staff who take an early out will have their annuity reduced by 2% for every year they are under age 55. This reduction does not apply to FERS employees.]

Effect on subsequent employment:

Non-Federal: An annuitant is not subject to any restrictions regarding their annuity except that retirees covered under FERS who qualify for the annuity supplement could have the supplement reduced or discontinued due to an earnings limitation.

Federal: Employees are considered *reemployed annuitants*. The federal salary will be offset by the annuity amount unless the reemployed annuitant is granted a waiver by OPM or through the agency's delegated dual compensation waiver authority.

VSIP

When an agency has received approval from OPM to offer buy-outs, any employee who meets these general eligibility requirements may receive an offer. The employee must:

1. Be serving in an appointment without time limit
2. Be currently employed by the Executive Branch of the Federal Government for a continuous period of at least 3 years
3. Be serving in a position covered by an agency VSIP plan (i.e., in the specific geographic area, organization, series and grade)
4. Apply for and receive approval for a VSIP from the agency making the VSIP offer and
5. Not be included in any of the ineligibility categories listed below.

Employees in the following categories are not eligible for buy-outs. Employees who:

1. Are reemployed annuitants
2. Have a disability such that the individual is or would be eligible for disability retirement
3. Have received a decision notice of involuntary separation for misconduct or poor performance
4. Previously received any buy-out from the Federal Government
5. During the 36-month period preceding the date of separation, performed service for which a student loan repayment benefit was paid, or is to be paid
6. During the 24-month period preceding the date of separation, performed service for which a recruitment or relocation incentive was paid, or is to be paid and
7. During the 12-month period preceding the date of separation, performed service for which a retention incentive was paid, or is to be paid.

Effect on subsequent employment:

VSIP recipients who return to federal employment within 5 years of the date of the separation, including work under a personal services contract or other direct contract, must repay the entire amount of the VSIP to the agency that paid it - before the individual's first day of reemployment. OPM may waive the repayment at an agency's request under limited circumstances (i.e., employee is uniquely qualified/skilled or in an emergency when there is direct threat to life or property).

Message

From: Smith-Starckey, Tracie [Smith-Starckey.Tracie@epa.gov]
Sent: 7/18/2017 1:48:18 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]; Dean, StevenB [Dean.StevenB@epa.gov]
CC: Hembrey, Cheri [Hembrey.Cheri@epa.gov]; Womack, Sandy [Womack.Sandy@epa.gov]
Subject: FW: Regional Input - Question - Training (OHR FY2017 Assurance Letter Submission)

Good Morning Debbi and Steven,

Sandy Womack is in the process of reviewing our FY2017 assurance letter submission and reaching out with some clarification questions. Please see her comments below and respond to his email ASAP using reply all. Thanks

Tracie Smith-Starckey
USEPA
Office of Human Resources
Program Management Staff
Office Phone: (202) 566-0121
EPA iPhone: Ex. 6 - Personal Privacy
Email: Smith-Starckey.Tracie@epa.gov

From: Womack, Sandy
Sent: Friday, July 14, 2017 6:04 PM
To: Smith-Starckey, Tracie <Smith-Starckey.Tracie@epa.gov>; Hembrey, Cheri <Hembrey.Cheri@epa.gov>
Cc: Cunningham, Bisa <cunningham.bisa@epa.gov>
Subject: Regional Input - Question - Training

Hi Tracie and Cheri,

Not sure if this is also Bisa's area, in case it is, I've copied her on this request.

For the OHR regional response, please clarify or direct me to the OHR response that addresses "the need to ensure staff receive quality and regular training.....".

If you determine the OHR response did not address this concern, please provide a couple of sentences to address the regional concern and/or let me know if OHR intend on providing a response.

I need at your earliest! Thanks!

2. Support the Workforce through Training, Strategic Hiring & Succession Management: OARM

As OARM identified in the FY16 Assurance Memo, supporting our workforce continues to be a growing challenge. Given the recent restructuring, reshaping, and VERA/VSIP efforts, training for existing staff and for those that may be in new/reshaped areas is a growing priority. New initiatives such as the Remedial Acquisition Framework and IT tools, and the ongoing requirements to effectively manage resources/funds through budget execution, further illustrate a continued need to ensure staff receive quality and regular training to effectively meet the agency's mission.

In addition to training, the agency should re-evaluate our hiring and succession planning strategy to ensure that we are well positioned to fill critical positions (such as in the IT series), which could include offering

competitive salaries to attract highly qualified candidates. Without this, our agency will risk having mission critical positions go unfilled or at minimum, lengthy periods of position vacancy.

OHR RESPONSE:

Ex. 5 - Deliberative Process

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 7/14/2017 11:35:50 PM
To: Helm, Arron [Helm.Arron@epa.gov]
Subject: RE: VERA VSIP Applications Received

Thanks Arron—have a fab weekend!


Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Helm, Arron
Sent: Friday, July 14, 2017 4:21 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Carter, Rick <Carter.Rick@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: Fwd: VERA VSIP Applications Received

Sent from my iPhone

Begin forwarded message:

From: "Martinson, Alice" <Martinson.Alice@epa.gov>
Date: July 14, 2017 at 4:17:58 PM EDT
To: "Helm, Arron" <Helm.Arron@epa.gov>, "Collins, BJ" <Collins.BJ@epa.gov>, "Carter, Rick" <Carter.Rick@epa.gov>, "Atkinson, Ryan" <Atkinson.Ryan@epa.gov>, "Taylor, Jeremy" <Taylor.Jeremy@epa.gov>, "Bonner, Jerome" <Bonner.Jerome@epa.gov>, "Engebretson, Lizabeth" <Engebretson.Lizabeth@epa.gov>
Cc: "Mairose, Sue" <Mairose.Sue@epa.gov>, "Davis, Cathy" <Davis.Cathy@epa.gov>, "Jimenez, Elaine" <Jimenez.Elaine@epa.gov>, "Ashley, Cheryl" <Ashley.Cheryl@epa.gov>, "Scribbs, Alison" <scribbs.alison@epa.gov>
Subject: VERA VSIP Applications Received

As of 4:15 this afternoon  VERA/VSIP applications have been received agency-wide.
Below is the breakdown by SSC and then by Program/Region.

Please note that we have received some duplicates and are working to eliminate those as we identify them.

HR Shared Service Center	Total
Cincinnati	Ex. 5 - Deliberative Process
ERD	
Las Vegas	
RTP	

Program or Region	Total
AO	Ex. 5 - Deliberative Process
OAR	
OARM	
OCFO	
OCSP	
OECA	
OEI	
OGC	
OITA	
OLEM	
ORD	
OW	
Region 1	
Region 10	

Program or Region	Total
Region 2	<div>Ex. 5 - Deliberative Process</div>
Region 3	
Region 4	
Region 5	
Region 6	
Region 7	
Region 8	
Region 9	

~ Alice

Alice Martinson
Acting Section Chief, RTP-SSC
U.S. Environmental Protection Agency
OARM/HRMD-RTP (MD-C639-02)
Research Triangle Park, NC 27711
voice: 919-541-5420
fax: 919-541-1360



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Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 7/14/2017 10:30:54 PM
To: Showman, John [Showman.John@epa.gov]
Subject: RE: VERA VSIP Applications Received

Thank you! Hope you have a great weekend. D

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Showman, John
Sent: Friday, July 14, 2017 6:06 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Fwd: VERA VSIP Applications Received

Sent from my iPhone

Begin forwarded message:

From: "Helm, Arron" <Helm.Arron@epa.gov>
Date: July 14, 2017 at 4:21:13 PM EDT
To: "Vizian, Donna" <Vizian.Donna@epa.gov>, "Showman, John" <Showman.John@epa.gov>, "Carter, Rick" <Carter.Rick@epa.gov>, "Hart, Debbi" <Hart.Debbi@epa.gov>, "Hunt, Loretta" <Hunt.Loretta@epa.gov>
Subject: Fwd: VERA VSIP Applications Received

Sent from my iPhone

Begin forwarded message:

From: "Martinson, Alice" <Martinson.Alice@epa.gov>
Date: July 14, 2017 at 4:17:58 PM EDT
To: "Helm, Arron" <Helm.Arron@epa.gov>, "Collins, BJ" <Collins.BJ@epa.gov>, "Carter, Rick" <Carter.Rick@epa.gov>, "Atkinson, Ryan" <Atkinson.Ryan@epa.gov>, "Taylor, Jeremy" <Taylor.Jeremy@epa.gov>, "Bonner, Jerome" <Bonner.Jerome@epa.gov>, "Engebretson, Lizabeth" <Engebretson.Lizabeth@epa.gov>
Cc: "Mairose, Sue" <Mairose.Sue@epa.gov>, "Davis, Cathy" <Davis.Cathy@epa.gov>, "Jimenez, Elaine" <Jimenez.Elaine@epa.gov>, "Ashley, Cheryl" <Ashley.Cheryl@epa.gov>, "Scribbs, Alison" <scribbs.alison@epa.gov>
Subject: VERA VSIP Applications Received

As of 4:15 this afternoon VERA/VSIP applications have been received agency-wide.
Below is the breakdown by SSC and then by Program/Region.

Please note that we have received some duplicates and are working to eliminate those as we identify them.

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Las Vegas	
RTP	

Program or Region	Total
AO	Ex. 5 - Deliberative Process
OAR	
OARM	
OCFO	
OCSPP	
OECA	
OEI	
OGC	
OITA	
OLEM	
ORD	

Program or Region	Total
OW	Ex. 5 - Deliberative Process
Region 1	
Region 10	
Region 2	
Region 3	
Region 4	
Region 5	
Region 6	
Region 7	
Region 8	
Region 9	

~ Alice

Alice Martinson
Acting Section Chief, RTP-SSC
U.S. Environmental Protection Agency
OARM/HRMD-RTP (MD-C639-02)
Research Triangle Park, NC 27711
voice: 919-541-5420
fax: 919-541-1360



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Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 8/3/2017 6:30:53 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: RE: Do we need to have a V/V mtg at 3 pm today?

Ok- let me know your plan

From: Hunt, Loretta
Sent: Thursday, August 03, 2017 2:30 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: Do we need to have a V/V mtg at 3 pm today?

No.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hart, Debbi
Sent: Thursday, August 03, 2017 2:29 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: Do we need to have a V/V mtg at 3 pm today?

Right! So have you followed up since sent last Thursday?

From: Hunt, Loretta
Sent: Thursday, August 03, 2017 2:28 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: Do we need to have a V/V mtg at 3 pm today?

She was acting for Wes and Linda last week.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hart, Debbi
Sent: Thursday, August 03, 2017 2:18 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: Do we need to have a V/V mtg at 3 pm today?

Oh—LOL!! Sorry Loretta. Why was Bisa CC'd?

From: Hunt, Loretta
Sent: Thursday, August 03, 2017 2:16 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: Do we need to have a V/V mtg at 3 pm today?

You were bcced.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hart, Debbi
Sent: Thursday, August 03, 2017 2:15 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: Do we need to have a V/V mtg at 3 pm today?

Thanks. Please be sure to copy me on stuff like that!

From: Hunt, Loretta
Sent: Thursday, August 03, 2017 2:12 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: Do we need to have a V/V mtg at 3 pm today?

See attached. We need to discuss with Donna and John.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hart, Debbi
Sent: Thursday, August 03, 2017 2:04 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: Do we need to have a V/V mtg at 3 pm today?

So details into restructured positions?

From: Hunt, Loretta
Sent: Thursday, August 03, 2017 1:57 PM
To: Bonner, Jerome <Bonner.Jerome@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Cc: Parker, Gary <parker.gary@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Cunningham, Bisa <cunningham.bisa@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>
Subject: RE: Do we need to have a V/V mtg at 3 pm today?

Not yet. We'll follow-up with senior management.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Bonner, Jerome
Sent: Thursday, August 03, 2017 1:52 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Parker, Gary <parker.gary@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Cunningham, Bisa <cunningham.bisa@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>
Subject: RE: Do we need to have a V/V mtg at 3 pm today?

Debbi/Loretta

Any decision on allowing temp promotion or details Ex. 5 - Deliberative Process to targeted position vacated via V/V?

Jerome W. Bonner
Environmental Protection Agency
Office of Administration and Resources Management - Cincinnati
Director, Human Resources
Cincinnati Human Resources Shared Service Center
Tel: 513.569.7950
Mobile: Ex. 6 - Personal Privacy

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From: Hart, Debbi
Sent: Thursday, August 03, 2017 1:51 PM
To: Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Hunt,

Loretta <Hunt.Loretta@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Cunningham, Bisa <cunningham.bisa@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>
Cc: Parker, Gary <parker.gary@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>
Subject: RE: Do we need to have a V/V mtg at 3 pm today?

Liz-

We haven't heard back from OPM so we elevated. We'll let you guys know as soon as we hear anything. debbi

From: Engebretson, Lizabeth
Sent: Thursday, August 03, 2017 1:48 PM
To: Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Cunningham, Bisa <cunningham.bisa@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>
Subject: RE: Do we need to have a V/V mtg at 3 pm today?

I don't have a need – Unless there is news from OPM on the agency request that went forward...

Regards,
Liz

From: Taylor, Jeremy
Sent: Thursday, August 03, 2017 10:46 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Cunningham, Bisa <cunningham.bisa@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>
Subject: RE: Do we need to have a V/V mtg at 3 pm today?

I'm good if no one else has anything.

Jeremy A. Taylor
OARM-RTP-HRMD
Director
919-541-0537



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From: Hunt, Loretta

Sent: Thursday, August 03, 2017 1:37 PM

To: Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Cunningham, Bisa <cunningham.bisa@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>

Subject: Do we need to have a V/V mtg at 3 pm today?

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
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Sent: Thursday, August 03, 2017 2:28 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: Do we need to have a V/V mtg at 3 pm today?

She was acting for Wes and Linda last week.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hart, Debbi
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Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
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From: Hart, Debbi
Sent: Thursday, August 03, 2017 2:15 PM

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To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: Do we need to have a V/V mtg at 3 pm today?

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Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hart, Debbi
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To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: Do we need to have a V/V mtg at 3 pm today?

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From: Hunt, Loretta
Sent: Thursday, August 03, 2017 1:57 PM
To: Bonner, Jerome <Bonner.Jerome@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Parker, Gary <parker.gary@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Cunningham, Bisa <cunningham.bisa@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>
Subject: RE: Do we need to have a V/V mtg at 3 pm today?

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Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

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Sent: Thursday, August 03, 2017 1:52 PM
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Cc: Parker, Gary <parker.gary@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Atkinson, Ryan

<Atkinson.Ryan@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Cunningham, Bisa <cunningham.bisa@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>

Subject: RE: Do we need to have a V/V mtg at 3 pm today?

Debbi/Loretta

Any decision on allowing temp promotion or details vacated via V/V?

Ex. 5 - Deliberative Process

Jerome W. Bonner
Environmental Protection Agency
Office of Administration and Resources Management - Cincinnati
Director, Human Resources
Cincinnati Human Resources Shared Service Center
Tel: 513-569-7950
Mobile:

Ex. 6 - Personal Privacy

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From: Hart, Debbi

Sent: Thursday, August 03, 2017 1:51 PM

To: Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Cunningham, Bisa <cunningham.bisa@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>

Cc: Parker, Gary <parker.gary@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>

Subject: RE: Do we need to have a V/V mtg at 3 pm today?

Liz-

We haven't heard back from OPM so we elevated. We'll let you guys know as soon as we hear anything. debbi

From: Engebretson, Lizabeth

Sent: Thursday, August 03, 2017 1:48 PM

To: Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Cunningham, Bisa <cunningham.bisa@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>

Subject: RE: Do we need to have a V/V mtg at 3 pm today?

I don't have a need – Unless there is news from OPM on the agency request that went forward...

Regards,
Liz

From: Taylor, Jeremy

Sent: Thursday, August 03, 2017 10:46 AM

To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Cunningham, Bisa <cunningham.bisa@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>

Subject: RE: Do we need to have a V/V mtg at 3 pm today?

I'm good if no one else has anything.

Jeremy A. Taylor
OARM-RTP-HRMD
Director
919-541-0537



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From: Hunt, Loretta

Sent: Thursday, August 03, 2017 1:37 PM

To: Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Cunningham, Bisa <cunningham.bisa@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>

Subject: Do we need to have a V/V mtg at 3 pm today?

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 8/3/2017 6:18:20 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: RE: Do we need to have a V/V mtg at 3 pm today?

Oh—LOL!! Sorry Loretta. Why was Bisa CC'd?

From: Hunt, Loretta
Sent: Thursday, August 03, 2017 2:16 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: Do we need to have a V/V mtg at 3 pm today?

You were bcced.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hart, Debbi
Sent: Thursday, August 03, 2017 2:15 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: Do we need to have a V/V mtg at 3 pm today?

Thanks. Please be sure to copy me on stuff like that!

From: Hunt, Loretta
Sent: Thursday, August 03, 2017 2:12 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: Do we need to have a V/V mtg at 3 pm today?

See attached. We need to discuss with Donna and John.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hart, Debbi
Sent: Thursday, August 03, 2017 2:04 PM

To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: Do we need to have a V/V mtg at 3 pm today?

So details into restructured positions?

From: Hunt, Loretta
Sent: Thursday, August 03, 2017 1:57 PM
To: Bonner, Jerome <Bonner.Jerome@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Parker, Gary <parker.gary@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Cunningham, Bisa <cunningham.bisa@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>
Subject: RE: Do we need to have a V/V mtg at 3 pm today?

Not yet. We'll follow-up with senior management.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Bonner, Jerome
Sent: Thursday, August 03, 2017 1:52 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Parker, Gary <parker.gary@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Cunningham, Bisa <cunningham.bisa@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>
Subject: RE: Do we need to have a V/V mtg at 3 pm today?

Debbi/Loretta

Any decision on allowing temp promotion or details vacated via V/V?

Ex. 5 - Deliberative Process

to targeted position

Jerome W. Bonner
Environmental Protection Agency
Office of Administration and Resources Management - Cincinnati
Director, Human Resources
Cincinnati Human Resources Shared Service Center
Tel: 513-569-7950
Mobile:

Ex. 6 - Personal Privacy

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immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

From: Hart, Debbi

Sent: Thursday, August 03, 2017 1:51 PM

To: Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Cunningham, Bisa <cunningham.bisa@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>

Cc: Parker, Gary <parker.gary@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>

Subject: RE: Do we need to have a V/V mtg at 3 pm today?

Liz-

We haven't heard back from OPM so we elevated. We'll let you guys know as soon as we hear anything. debbi

From: Engebretson, Lizabeth

Sent: Thursday, August 03, 2017 1:48 PM

To: Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Cunningham, Bisa <cunningham.bisa@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>

Subject: RE: Do we need to have a V/V mtg at 3 pm today?

I don't have a need – Unless there is news from OPM on the agency request that went forward...

Regards,

Liz

From: Taylor, Jeremy

Sent: Thursday, August 03, 2017 10:46 AM

To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Cunningham, Bisa <cunningham.bisa@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>

Subject: RE: Do we need to have a V/V mtg at 3 pm today?

I'm good if no one else has anything.

Jeremy A. Taylor
OARM-RTP-HRMD
Director
919-541-0537



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From: Hunt, Loretta

Sent: Thursday, August 03, 2017 1:37 PM

To: Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Cunningham, Bisa <cunningham.bisa@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>

Subject: Do we need to have a V/V mtg at 3 pm today?

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Appointment

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 6/22/2017 5:12:18 PM
To: Parker, Gary [parker.gary@epa.gov]

Subject: FW: VERA/VSIP Planning and Updates
Location: Teleconference

Start: 6/15/2017 7:00:00 PM
End: 6/15/2017 8:00:00 PM
Show Time As: Tentative

Recurrence: Weekly
every Thursday from 3:00 PM to 4:00 PM

-----Original Appointment-----

From: Hunt, Loretta
Sent: Tuesday, June 06, 2017 5:20 PM
To: Hunt, Loretta; Bonner, Jerome; Engebretson, Lizabeth; Taylor, Jeremy; Cunningham, Bisa; Hart, Debbi; Corbett, Krysti; Coomber, Robert; Schulman, Marvin; McNeal, Detha
Cc: Mairose, Sue; Davis, Cathy; Jimenez, Elaine; Brown, Rohn; Atkinson, Ryan
Subject: VERA/VSIP Planning and Updates
When: Occurs every Thursday effective 6/15/2017 from 3:00 PM to 4:00 PM (UTC-05:00) Eastern Time (US & Canada).
Where: Teleconference

Call-in: **Ex. 6 - Personal Privacy**

Conf. code: **Ex. 6 - Personal Privacy**

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 8/1/2017 6:48:57 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: RE: VERA VSIP updated list

Thx.

From: Hunt, Loretta
Sent: Tuesday, August 01, 2017 2:40 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: VERA VSIP updated list

See attached

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hart, Debbi
Sent: Tuesday, August 01, 2017 2:36 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: FW: VERA VSIP updated list

Hey—Can you please send me whatever you sent to Carol? I feel sort of foolish--I only answered her bc I couldn't see that anyone had responded.

From: Terris, Carol
Sent: Thursday, July 27, 2017 7:28 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Collins, BJ <Collins.BJ@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: Re: VERA VSIP updated list

Thanks Debbi - Loretta coordinated and we received it

Sent from my iPhone

On Jul 27, 2017, at 7:20 PM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

Carol- I think BJ provided the earlier version and hopefully can update. D

Sent from my iPhone

On Jul 27, 2017, at 11:54 AM, Terris, Carol <Terris.Carol@epa.gov> wrote:

Hi again Debbi,

Checking in on the final list of VERA VSIP applicants – if your folks can send it to me, we will split out/password protect so budget can finish the funding needs calculations

Many thanks!

Message

From: Shanahan, Katherine [Shanahan.Katherine@epa.gov]
Sent: 6/29/2017 9:06:00 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: Re: The V/V call

Self preservation I do not want to be doing this July 4th!!

K

Sent from my iPhone

> On Jun 29, 2017, at 5:03 PM, Hunt, Loretta <Hunt.Loretta@epa.gov> wrote:
>
> Kathie, thanks again for your help with herding the cats. We really appreciate it.
>
> Loretta L. Hunt
> Branch Chief
> Policy and Accountability Branch
> Policy, Planning and Training Division
> Office of Human Resources
> U.S. EPA
> Phone: (202) 564-6963
> Email: hunt.loretta@epa.gov
>
> -----Original Message-----
> From: Shanahan, Katherine
> Sent: Thursday, June 29, 2017 4:48 PM
> To: Hart, Debbi <Hart.Debbi@epa.gov>
> Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>
> Subject: The V/V call
>
> Hi Deb
> I think the call went well, but then I only had a couple of little tweaks so life seemed ok to me.
> Janet is going to summarize the key points from the call and OCFO agreed to do a little spread sheet
> with certain factors, like inflation rate, built in so everyone is confident they are being consistent.

Ex. 5 - Deliberative Process

>
> Karhie
>
> Sent from my iPhone

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 6/15/2017 8:33:22 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: VERA-VSIP Announcement 0601417.docx
Attachments: VERA-VSIP AnnouncementFlynnJune 19 2017.docx

Importance: High

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Cooper, Marian
Sent: Wednesday, June 14, 2017 4:54 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>
Subject: VERA-VSIP Announcement 0601417.docx

Comments. Drafted to come from Mike but not sure who will send this out.

To: Hunt, Loretta[Hunt.Loretta@epa.gov]
From: Burrows, Eileen
Sent: Mon 8/7/2017 5:05:05 PM
Subject: RE: VERA/VSIP Request

Hi Loretta,

I appreciate your getting back to me quickly.

Eileen

Eileen Burrows
Deputy Human Resources Officer

EPA Region 3, Human Resources Management Branch, OP&M (3PM40)
Phone: (215) 814-5327

burrows.eileen@epa.gov

From: Hunt, Loretta
Sent: Monday, August 07, 2017 12:07 PM
To: Burrows, Eileen <BURROWS.EILEEN@EPA.GOV>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>
Subject: RE: VERA/VSIP Request

Eileen,

We're still waiting to hear back from OPM on the allocation flexibility. If OPM approves, this will only allow programs and offices to shift offers to undersubscribed subcomponents/series that were already identified in their business case/template. No new positions may be added.

The addition of a position to the region's eligibility pool would require additional review by OPM and OMB. This will take time that we probably don't have in regards to the V/V schedule.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Burrows, Eileen

Sent: Friday, August 04, 2017 5:25 PM

To: Hunt, Loretta <Hunt.Loretta@epa.gov>

Cc: Esher, Diana <Esher.Diana@epa.gov>; Krakowiak, John <Krakowiak.John@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McManus, Catharine <mcmanus.catharine@epa.gov>

Subject: VERA/VSIP Request

Hi Loretta,

We understand that your office has asked OPM to grant additional VERA/VSIP slots for positions that were either oversubscribed or not originally targeted since EPA has not exceeded our overall allotment. We have a few wait-listed in Region 3 and are anxious to learn if OPM will be granting this request.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Thanks for considering this request and please let me know if you need further information.

Eileen

Eileen Burrows
Deputy Human Resources Officer

EPA Region 3, Human Resources Management Branch, OP&M (3PM40)
Phone: (215) 814-5327

burrows.eileen@epa.gov

From: Martinson, Alice
Sent: Friday, August 04, 2017 3:38 PM
To: McManus, Catharine <mcmanus.catharine@epa.gov>; Burrows, Eileen <BURROWS.EILEEN@EPA.GOV>
Cc: Burt, Cynthia <Burt.Cynthia@epa.gov>; Davis, Cathy <Davis.Cathy@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>
Subject: Please confirm VERA VSIP Applicant Status by COB Monday

Kate and Eileen,

Attached is a list of your VERA VSIP applicants with eligibility status as confirmed by the RTP-SSC.

We have included employees who have been determined as Eligible and Ineligible based on your VERA VSIP Plan. We have also listed those who are currently on the Wait List due to the max offers listed in the V/V plan for their targeted position.

Please review this list and confirm that it accurately reflects the positions targeted in your VERA VSIP plan and 2) that the employees are eligible to take a VERA VSIP (i.e., they have not been issued a removal action or have a disability action pending).

Please respond no later than COB Monday, August 7th, so we can proceed with the notification to our applicants.

Thank you,

~ Alice

Alice Martinson

Acting Section Chief, RTP-SSC

U.S. Environmental Protection Agency

OARM/HRMD-RTP (MD-C639-02)

Research Triangle Park, NC 27711

voice: 919-541-5420

fax: 919-541-1360



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Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 7/6/2017 7:10:15 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: updated schedule--
Attachments: SSC Schedule V-V July6 2017 .docx

Importance: High

Our piece in highlights. Let me know if clear.

Ex. 5 - Deliberative Process

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 7/3/2017 9:12:16 PM
To: Coomber, Robert [coomber.robert@epa.gov]
CC: Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: VERA/VSIP Templates
Attachments: Final Approved VERA-VSIP Announcement LVSSC.docx; Final Approved VERA VISIP Application Submission Reminder Notice LVSSC.docx

Importance: High

FYI--This is the final version that Liz found. We will use this version as we move forward.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Engebretson, Lizabeth
Sent: Monday, July 03, 2017 4:18 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Cunningham, Bisa <cunningham.bisa@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Brown, Rohn <brown.rohn@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Burt, Cynthia <Burt.Cynthia@epa.gov>; Thomas, Cheryl <Thomas.Cheryl@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Jimenez, Elaine <Jimenez.Elaime@epa.gov>; Mairose, Sue <Mairose.Sue@epa.gov>; Davis, Cathy <Davis.Cathy@epa.gov>
Subject: FW: VERA/VSIP Templates
Importance: High

Debbi,

As promised, here is the transmission with the "Final" templates that were transmitted by the SSC Directors in 2014. I believe these templates had been in draft with OHR in 2014, and ultimately "final". Of course, all subject to improvement for V/V 2017.

Regards,
Liz

From: Engebretson, Lizabeth J.
Sent: Tuesday, February 11, 2014 1:45 PM
To: Stevens, Robert; Torrez, Alfredo; COYLE, BRIDGET; Zurey, Ed; Monroe, Scott
Cc: Mondragon, John; Jimenez, Elaine; Ponich, Crystal; Lucero, Anthony
Subject: VERA/VSIP Templates
Importance: High

Greetings Bridget, Ed, Robert, Alfredo, Scott!

As SSC-Las Vegas Customer PMO/RHROs:

The two templates are now updated for your use to notify employees of the VERA/VSIP opportunity in your organization. These final versions are modified to contain key changes that must be included. For the templates listed below to be issued by "RA/AA – HROs/PMOs" in your organization, edit/insert the appropriate information in the sections highlighted in yellow. When issuing a VERA/VSIP notice for your organization, we ask that you include your contact(s) in our servicing HR SSC on the "cc" line of your notification, as follows: Jimenez.Elaine@epa.gov; Ponich.Crystal@epa.gov; Engebretson.Lizabeth@epa.gov.

This will help us work together in partnership on this critical effort.

Special Circumstances:

- 1) If you have an employee in a position covered by VERA/VSIP who is on extended leave or leave without pay, you need to mail the signed memorandum to the employee via certified mail with return receipt requested.
- 2) If you have an employee in a position covered by VERA/VSIP that has received a proposal or decision letter of removal, you need to contact your servicing SSC and keep your SSC VERA/VSIP point(s) of contact informed of any changing status related to removals.

VERA/VSIP ANNOUNCEMENT & ON-LINE APPLICATION TEMPLATES	PURPOSE	ROLES & RESPONSIBILITIES
RA/AA – VERA/VSIP 2013-2014 VERA/VSIP Opportunities Announcement w/Instructions (Attachments A-D)	Notify Workforce of VERA/VSIP Window/On-Line App	RA/AA – HROs/PMOs
On-Line VERA/VSIP Application and Process	Employee Completes VSIP Application On-Line	Employees
VERA/VSIP Application Submission Reminder Notice	Employee Reminder to Apply for VERA/VSIP On-Line during Window	RA/AA – HROs/PMOs
SSC VERA/VSIP Employee Notification Official Offer	Notifies Employee Eligible to Separate with VERA/VSIP	Servicing SSC
SSC ERA/VSIP Employee Notification Official No-Offer	Notifies Employee Ineligible for VERA/VSIP Offer	Servicing SSC

We are here to support you. If you have any questions regarding the templates and issuance to your workforce, please contact Elaine Jimenez at (702) 798-2420 or you may contact me directly at (702) 798-2432. As always, we are glad to be of service to our valued EPA customers and colleagues! Thank you.

Regards on behalf of SSC-Las Vegas,
Liz

Lizabeth J. Engebretson

Acting SSC-Las Vegas HR Director

U.S. Environmental Protection Agency, OARM-Cincinnati

Human Resources Management Division – Las Vegas (Team Vegas)

4220 S. Maryland Parkway, Building A, Suite 100 ♦ Las Vegas, NV 89119-7528

Phone: (702) 798-2432 ♦ Blackberry (702) 286-3136 ♦ Fax: (702) 798-2416 ♦ Email: engebretson.lizabeth@epa.gov

Please consider the environment before printing this message

Information in this message may be subject to the Privacy Act (5 USC 522a) and should be treated accordingly. The information is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, re-transmission, dissemination or other use of, or taking any action in reliance upon of this information by persons or entities other than the intended recipient is prohibited. If you have received this email and/or attachment(s) in error, do not open the attachment(s) and contact the sender and delete the material from any computer.

Message

From: Sanders, Amy [Sanders.Amy@epa.gov]
Sent: 7/7/2017 12:02:35 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
CC: Sypniewski, Bruce [sypniewski.bruce@epa.gov]; Marlinga, Richard [marlinga.richard@epa.gov]
Subject: RE: V/V Communication Templates

Loretta,

Last time our ARA sent this out. I just want to confirm that's still okay?

Thanks,

Amy Sanders
Acting, Assistant Regional Administrator
U.S. EPA, Region 5
Resources Management Division
77 W Jackson Blvd
Chicago, IL 60604
Email: sanders.amy@epa.gov
Office: (312) 353-9196
Office Fax: (312) 353-1517

From: Hunt, Loretta
Sent: Thursday, July 06, 2017 6:03 PM
To: RHRO <RHRO@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: V/V Communication Templates
Importance: High

HR Community,

Here are the templates we promised on today's HR Community Call.

Please keep in mind the following:

- The agency must have approval from OPM before notices can be sent. Stay tuned.
- The general notification goes to all employees in your program or region.
- The "targeted position" notice and attachments will only be sent to employees in your program/region's targeted positions pool.
- For organizations that targeted SL/ST positions, the Executive Resources Division is the servicing HR Office, not the SSC.

If you have any questions or concerns about the template, please contact Debbi Hart at (202) 564-2011 or hart_debbi@epa.gov.

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 6/30/2017 3:48:05 PM
To: Lesperance, Twanna [Lesperance.Twanna@epa.gov]; McCluney, Lance [McCluney.Lance@epa.gov]
CC: Allen, Reginald [Allen.Reginald@epa.gov]; Shanahan, Katherine [Shanahan.Katherine@epa.gov]; Remmers, Janet [Remmers.Janet@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: V/V Budget Tables update information
Attachments: v and v budget information tables v3.docx

Importance: High

Twanna and Lance-

Sorry you missed yesterday's call. Please see the message below and attached for instructions on updating AO's V/V budget tables. We need to turn this one around quickly so thanks in advance for your support. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Shanahan, Katherine
Sent: Friday, June 30, 2017 10:21 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: FW: V/V Budget Tables update information

So sorry folks. Forgot to add you to the CC list I was so focused on going through the list of emails that were forwarded yesterday to be sure I got everyone

Have a good week-end

From: Shanahan, Katherine
Sent: Friday, June 30, 2017 10:14 AM
To: Pastalove, Barbara <Pastalove.Barbara@epa.gov>; Rubel, Robert <Rubel.Robert@epa.gov>; McManus, Catharine <mcmamus.catharine@epa.gov>; Burrows, Eileen <BURROWS.EILEEN@EPA.GOV>; Schwartz, Barbara <Schwartz.Barbara@epa.gov>; Sanders, Amy <Sanders.Amy@epa.gov>; Breneman, Sara <breneman.sara@epa.gov>; Marlinga, Richard <marlinga.richard@epa.gov>; Rodriguez, Ray <Rodriguez.Ray@epa.gov>; Hill, Troy <Hill.Troy@epa.gov>; Price, Patricia <price.patricia@epa.gov>; Fowler, Joshua <Fowler.Joshua@epa.gov>; Lane, Vicki <Lane.Vicki@epa.gov>; Barber, Anthony <Barber.Anthony@epa.gov>; OCFO-SBO <OCFOSBO@epa.gov>; OCFO-Regional-Comptroller <OCFORegionalComptroller@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>; Remmers, Janet <Remmers.Janet@epa.gov>; Baden, Beth <Baden.Beth@epa.gov>; Klinker, Wendy <Klinker.Wendy@epa.gov>; Ajabi, Laurel <Ajabi.Laurel@epa.gov>
Cc: McDonald, James <McDonald.James@epa.gov>; Kenyon, Michael <Kenyon.Michael@epa.gov>
Subject: V/V Budget Tables update information

Good Morning Everyone

As Janet and Carol promised on yesterday's conference calls, please find attached the V/V Budget Tables update. In addition to the table template, Janet has included some Best Practices and clarified that the calculations should be based on the "Maximum number of offers that would be accepted".

If you were unable to make the call and are unclear as to your next steps, please feel free to call me at 617-918-1619 and I will explain what was discussed during the call. If you have specific finance questions, Janet Remmers at 202-564-0548, is taking the lead for OCFO on the budget portion of the V/V submission.

Please Note: I went through every message that indicated yesterday's meeting invite had been forwarded. I typed in the names individually and while some added to the Address list, most did not. It appears that their names already appeared on either the Budget Officer Mail list or the Comptroller Mail list. Thus, if you do not see their individual name above, rest assured they were not missed!

Thank you

Kathie Shanahan
Human Resource Officer
EPA New England Region 1
617-918-1619

Message

From: McNeal, Detha [McNeal.Detha@epa.gov]
Sent: 6/15/2017 7:56:08 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]
Subject: FW: OLEM VERA/VSIP SUBMISSION
Attachments: FINAL - OLEM VERA-VSIP Proposal Revised 6-15-2017.docx

FYI. This addresses one of Loretta's comments in the clean version. I made the correction in all places (clean version, tracked changes version, and OLEM business case on sharepoint).

From: Smith, Susan
Sent: Thursday, June 15, 2017 1:29 PM
To: McNeal, Detha <McNeal.Detha@epa.gov>
Subject: RE: OLEM VERA/VSIP SUBMISSION

Detha – I took it from the initial sheet we were sent from OHR with a few adjustments because we had an employee that died. I just noticed I said voluntary twice. Sorry about that. Here is a re-write. Does this make sense now??

Ex. 5 - Deliberative Process

Susan

Susan Smith, Director
Organizational Management and Integrity Staff
Office of Land and Emergency Management/U.S. EPA
1301 Constitution Ave., NW, Washington, DC 20460
4139 WJC West/MC: 5101T

202-564-6656 (office)

Ex. 6 - Personal Privacy (cell)

202-566-6324 (fax)

Follow OLEM on Twitter @EPALand

From: McNeal, Detha
Sent: Thursday, June 15, 2017 12:56 PM
To: Smith, Susan <Smith.Susan@epa.gov>
Subject: RE: OLEM VERA/VSIP SUBMISSION

Hi Susan,

The paragraph below is from OLEM's business case. Can you verify the highlighted line?

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Detha McNeal
Human Resources Specialist
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
(202) 564-6707

To: Hunt, Loretta[Hunt.Loretta@epa.gov]
From: Schulman, Marvin
Sent: Thur 7/6/2017 2:51:01 PM
Subject: PS Note! (re V/V Memo to Employees)

PS – You asked me yesterday to remind you about the extra period in the second line of the memo we worked on yesterday. (There was one inside the () and one outside.

Consider yourself “reminded” ☺

me

From: Hunt, Loretta
Sent: Thursday, July 06, 2017 10:21 AM
To: Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>
Cc: Parker, Gary <parker.gary@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: Need to review latest V/V documents
Importance: High

Detha/Marvin,

Based on Janet’s latest response we may be fine. The revised business cases probably only included budget calculations and notes. However, please do a quick cross-check between the updates and the master business case file.

Ex. 5 - Deliberative Process

This is top priority.

Thanks.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Hunt, Loretta

Sent: Wednesday, July 05, 2017 6:18 PM

To: Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha
<McNeal.Detha@epa.gov>

Cc: Parker, Gary <parker.gary@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: Need to review latest V/V documents

Importance: High

Detha/Marvin,

Ex. 5 - Deliberative Process

I will forward prog/regional updates in separate emails.

This is top priority.

Thanks.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 7/6/2017 6:56:47 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: VERA-VSIP General Notice 7-6-17.rev.docx
Attachments: VERA-VSIP General Notice 7-6-17.rev.docx



Well we can just use this version for final. I can't tell what changed on last paragraph?

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Showman, John
Sent: Thursday, July 06, 2017 1:46 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Cooper, Marian <Cooper.Marian@epa.gov>
Subject: VERA-VSIP General Notice 7-6-17.rev.docx

I made two small changes in the last paragraph – one to address a comment from Mike. He's meeting with Ryan this afternoon and will mention to him.

Message

From: Schulman, Marvin [Schulman.Marvin@epa.gov]
Sent: 7/6/2017 5:34:14 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: RE: Need to review latest V/V documents

Done.

I sent you an earlier email w/ the correct # for OA (its 139)

Marvin

From: Hunt, Loretta
Sent: Thursday, July 06, 2017 10:21 AM
To: Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>
Cc: Parker, Gary <parker.gary@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: Need to review latest V/V documents
Importance: High

Detha/Marvin,

Based on Janet's latest response we may be fine. The revised business cases probably only included budget calculations and notes. However, please do a quick cross-check between the updates and the master business case file.

Marvin, I need you to check on AO's targeted positions number

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

This is top priority.

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hunt, Loretta
Sent: Wednesday, July 05, 2017 6:18 PM
To: Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>
Cc: Parker, Gary <parker.gary@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Need to review latest V/V documents
Importance: High

Detha/Marvin,

OCFO updated the budget charts and I added some language re: restructuring in Section 1. I need you to compare the current business case document and targeted position spreadsheet against prog/regional updates to ensure nothing changed in their overall business case. I believe the changes were only to the budget sections but we need to be sure.

I will forward prog/regional updates in separate emails.

This is top priority.

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Parker, Gary [parker.gary@epa.gov]
Sent: 6/26/2017 2:25:20 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: FAQ POSTING
Attachments: VERA- VSIP FAQ's - Revised 12-31-13.doc

Loretta,

Do you have anything to add to this version?

Mr. Gary Parker
Branch Chief, Workforce Planning
USEPA/OARM/OHR
(O) 202-564-7421
(M) 202-253-7099

From: Parker, Gary
Sent: Monday, June 26, 2017 7:34 AM
To: Kirkland, William <Kirkland.William@epa.gov>; Martinez, Doris <Martinez.Doris@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FAQ POSTING

Bill,

Please post the attached to the early out/buy out page, <http://intranet.epa.gov/policy/buyouts/index.htm>

Label it "VERA/VSIP FAQs"

Thank you.

R,
Gary

Message

From: Schulman, Marvin [Schulman.Marvin@epa.gov]
Sent: 6/15/2017 4:57:07 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
CC: McNeal, Detha [McNeal.Detha@epa.gov]
Subject: V-V Theme Summary Chart
Attachments: V-V Theme Summary Chart.docx

Loretta –

In looking over the document, I was concerned about the length of the submission, and thought that if we summarized the themes by AAship and Region, we could eliminate a lot of text and shorten the report.

I showed it to Detha to get her input and she agreed that it was a good idea and would help us shorten the report, without losing any of the substance.

Please take a look at this and let me know what you think of it.

thanks

Marvin
(202) 564-7778

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 6/15/2017 4:06:55 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: Talking Points - VERA and VSIP Town Hall Meetings2017.docx
Attachments: Talking Points - VERA and VSIP Town Hall Meetings2017.docx

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Cooper, Marian
Sent: Thursday, June 15, 2017 11:43 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Talking Points - VERA and VSIP Town Hall Meetings2017.docx

Thoughts?

To: Parker, Gary[parker.gary@epa.gov]
Cc: Hunt, Loretta[Hunt.Loretta@epa.gov]
From: Hart, Debbi
Sent: Wed 6/14/2017 1:32:42 PM
Subject: FW: FedHR Navigator Power Point Presentation

FYI—I've asked Gary to work on updating the website so please keep each other in the loop!

From: Kirkland, William
Sent: Wednesday, June 14, 2017 7:24 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Cunningham, Bisa <cunningham.bisa@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: FedHR Navigator Power Point Presentation

Good Morning Loretta,

Your updates have been posted. Thank you.

William (Bill) Kirkland

Kirkland.William@epa.gov

Information Technology Division, Office of Human Resources
OARM/OHR/ITD

Phone: (202) 564-7533
Room: 1220B WJC East

From: Hunt, Loretta
Sent: Monday, June 12, 2017 5:34 PM
To: Kirkland, William <Kirkland.William@epa.gov>
Cc: Cunningham, Bisa <cunningham.bisa@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: FedHR Navigator Power Point Presentation

Bill,

Please upload the attached PowerPoint presentation to the VERA/VSIP page:

- [OPM VERA](#)
- [OPM VSIP](#)
- [OPM Reshaping](#)
- [OPM Reassignment](#)
- [HR Navigator \(Registration Required\)](#)
- **FHR Navigator Webinar** ← use this title
- [Retirement Seminars \(PDF\)](#) (2 pp, 124 K)

Thanks.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Cunningham, Bisa
Sent: Monday, June 12, 2017 4:58 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: FW: FedHR Navigator Power Point Presentation

Loretta – Please see attached and below. Did you want to add this to the VERA/VSIP site?

Bisa Cunningham

Director, Diversity, Recruitment, & Employee Services Division

Environmental Protection Agency

Office of Administration and Resources Management

Office of Human Resources, WJC North (Room 1402 Y/Z)

Office: 202-564-6635

Mobile: **Ex. 6 - Personal Privacy**

Email: Cunningham.Bisa@epa.gov

From: Davis, Cathy
Sent: Friday, June 09, 2017 1:09 PM
To: Cunningham, Bisa <cunningham.bisa@epa.gov>
Subject: FedHR Navigator Power Point Presentation

Bisa.

Attached is a presentation that we developed for the FedHR Navigator program. The presentation has step by step instructions for how to register and login. It also shows the various forms that are needed when applying for retirement and how to access those forms.

I thought I'd share this with you in case you would like to have it added to the VERA/VSIP webpage that is being developed, under the (FedHR Navigator link). This is one of the presentations that our SSC is using in our day to day operations.

Thanks

Cathy Davis, Section Chief, Employee Services Branch, HRMD-RTP
U.S. EPA - Shared Service Center - RTP (MC-C-639-02)
109 T.W. Alexander Dr.
RTP, NC 27711
(919) 541-3533
(919) 541-2186 fax



Message

From: Davis, Cathy [Davis.Cathy@epa.gov]
Sent: 6/23/2017 2:01:46 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: VERA/VSIP Question

Good morning Loretta.

Do you know if the VERA/VSIP package that our agency sent to OPM includes a blanket waiver of the 5 years of FEHB coverage requirement? Also, does the package contain language that will allow for resignations with a VSIP if the employee who is occupying a targeted position is not eligible for VERA or optional retirement?

Thanks

Cathy Davis, Section Chief, Employee Services Branch, HRMD-RTP
U.S. EPA - Shared Service Center - RTP (MC-C-639-02)
109 T.W. Alexander Dr.
RTP, NC 27711
(919) 541-3533
(919) 541-2186 fax



To: Parker, Gary[parker.gary@epa.gov]
Cc: Hunt, Loretta[Hunt.Loretta@epa.gov]
From: Cunningham, Bisa
Sent: Tue 6/20/2017 4:49:08 PM
Subject: RE: Notes from today's meeting with SSCs/LERD/DRESD re: V-V

I have the thumb drive from Jerome Bonner to upload the VERA/VSIP training video onto the site. Please let me know when I can give it to you.

Bisa Cunningham

Director, Diversity, Recruitment, & Employee Services Division

Environmental Protection Agency

Office of Administration and Resources Management

Office of Human Resources, WJC North (Room 1402 Y/Z)

Office: 202-564-6635

Mobile: **Ex. 6 - Personal Privacy**

Email: Cunningham.Bisa@epa.gov

From: Hunt, Loretta
Sent: Tuesday, June 20, 2017 11:35 AM
To: Cunningham, Bisa <cunningham.bisa@epa.gov>
Subject: Fwd: Notes from today's meeting with SSCs/LERD/DRESD re: V-V

I think I was supposed to forward the draft FAQs to you.

Loretta L. Hunt, Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

(202) 564-6963

hunt.loretta@epa.gov

Begin forwarded message:

From: "Hunt, Loretta" <Hunt.Loretta@epa.gov>
Date: May 31, 2017 at 5:00:04 PM EDT
To: "Engebretson, Lizabeth" <Engebretson.Lizabeth@epa.gov>, "Bonner, Jerome" <Bonner.Jerome@epa.gov>, "Cunningham, Bisa" <cunningham.bisa@epa.gov>, "Taylor, Jeremy" <Taylor.Jeremy@epa.gov>, "Corbett, Krysti" <Corbett.Krysti@epa.gov>, "Peabody, Hitch" <Peabody.Hitch@epa.gov>
Cc: "Parker, Gary" <parker.gary@epa.gov>, "Hart, Debbi" <Hart.Debbi@epa.gov>, "Gray, Linda" <gray.linda@epa.gov>, "Carpenter, Wesley" <Carpenter.Wesley@epa.gov>
Subject: Notes from today's meeting with SSCs/LERD/DRES D re: V-V

Thanks again for participating.

I've summarized the notes from today's meeting based on subject.

Communications

- A general notification from agency senior management is expected to be sent out soon. A more detailed notification (with proposed targeting information) will be sent to employees at a later date.
- PAB hasn't seen the general notice draft but will share with SSCs/LERD/DRES D, if possible.
- OHR has created a V-V intranet site for employees at <https://www.epa.gov/ohr/policy/buyouts/>. SSCs/DRES D/LERD/PPTD can add useful information as necessary.
- Need to develop employee FAQs. Draft attached.

LERD

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

SSCs/DRESD

- Benefits POCs will meet soon to discuss process.
- SSCs are working with IT to update the web-based database for V-V applications/actions. SSCs to review the new database second week in June.
- Benefits POCs will develop webcasts and other helpful resources for targeted employees.
- Employees will receive detailed application instructions in a future notification.
- V-V database will have information for agency reports/accountability purposes.
- Liz forwarded notification templates from previous V-V.
- Latest OPM benefits notice on V-V retirement processing can be found at <https://www.opm.gov/retirement-services/publications-forms/benefits-administration-letters/2016/16-301.pdf>
- Need to ask senior management about prohibition on movement that may alter eligibility (reassignment/staffing) during V-V process.

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 6/19/2017 2:20:07 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]
Subject: FW: FYI--Draft final V/V submission is now delivered--

I truly mean it. Thanks for all of your efforts to get this submission over the finish line. And particularly for working/staying late Friday to get the job done despite a highly stressful environment. Debbi

From: Hart, Debbi
Sent: Friday, June 16, 2017 7:32 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: FYI--Draft final V/V submission is now delivered--

It's now 7:30. We had late-breaking changes from R2 and also identified number discrepancies for the AO and R10 during our final QA. Number changes have ripple effects...

Despite the stress and frustration, couldn't ask for a better team. Shout outs to Marvin, Detha, Jason and Loretta- they continue to be awesome.

HELLO WEEKEND!

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 7/7/2017 4:11:39 PM
To: Showman, John [Showman.John@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: OMB questions on updated, final V/V submission--

Importance: High

FYI.

From: Hart, Debbi
Sent: Friday, July 07, 2017 12:10 PM
To: Terris, Carol <Terris.Carol@epa.gov>
Subject: OMB questions on updated, final V/V submission--
Importance: High

Hey Carol-

Per my v-mail, OMB (Andrea G.) just notified me that she will be sending a few questions shortly. She said most everything looks the way she would expect it. If her questions pertain to the cost tables, is there a POC from your shop that could assist if needed today. We are trying to get our final approval ASAP. Thank you! Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

Message

From: Peabody, Hitch [Peabody.Hitch@epa.gov]
Sent: 6/26/2017 5:43:00 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: RE: VERA/VSIP System

Loretta

Thanks. I don't see the VV meeting on my calendar. Could you forward the invite please?

Hitch

From: Hunt, Loretta
Sent: Monday, June 26, 2017 1:29 PM
To: Peabody, Hitch <Peabody.Hitch@epa.gov>
Subject: FW: VERA/VSIP System

Hitch,

FYI

Also, you or a designee in ERD should attend the weekly VERA/VSIP meetings (Thursdays at 3 pm) so you can stay in the loop.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Taylor, Jeremy
Sent: Monday, June 26, 2017 1:12 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: VERA/VSIP System

Hi Debbi and Loretta,

I wanted to check to see if you two want to be involved in our demo of the application system for VERA/VSIP that we will be doing later this week. I know you won't be working on that part but since you two have been the leads for all the steps so far I wanted to see if you are interested in seeing the system in case you have any questions come your way or want to give any feedback we may not have thought of.

Also, do you know if ERD has been involved much so far? Multiple of our packages have targeted positions that they service so we are building those options so that packages get routed to them.

Thank you,

Jeremy A. Taylor

OARM-RTP-HRMD

Director

919-541-0537

OARM-RTP

SERVE. SOLVE. COLLABORATE.



CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 7/5/2017 8:00:50 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: Updated R6 V/V Justification including budget information
Attachments: R6 VV Justification (w-Budget Tables) 6-30-17.docx

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Hill, Troy
Sent: Friday, June 30, 2017 3:43 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>
Cc: Gray, David <gray.david@epa.gov>; McDonald, James <McDonald.James@epa.gov>; Bonnell, Corey <bonnell.corey@epa.gov>
Subject: Updated R6 V/V Justification including budget information

Debbi, Carol and Loretta,

Attached is an updated V/V justification for Region 6 including budget information. If you have any questions please let us know.

Regards,

Troy

Troy Hill
Management Division
EPA Region 6
214-665-6647
Hill.Troy@epa.gov



Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 7/7/2017 4:02:34 PM
To: 'Snowden, Gregory A' [Gregory.Snowden@opm.gov]; 'Mahoney, Michael J' [Mike.Mahoney@opm.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: EPA Final VERA/VSIP Request--email 3 of 3
Attachments: Copy of Targeted positions office submissions 7-6-17.xlsx

Hello Gregory and Mike-

Are you in receipt of all three pieces? Can you please let me know if you have any other requests or questions (Loretta is out today)? Thanks. Debbi

From: Hart, Debbi
Sent: Friday, July 07, 2017 8:57 AM
To: 'Snowden, Gregory A' <Gregory.Snowden@opm.gov>; 'Mahoney, Michael J' <Mike.Mahoney@opm.gov>; 'Coleman, Darrell E' <Darrell.Coleman@opm.gov>; 'Thornton, Cathryn' <Cathryn.Thornton@opm.gov>; 'Butler, Monica' <Monica.Butler@opm.gov>; 'Mulligan, James S. EOP/OMB' <James_S_Mulligan@omb.eop.gov>; 'Grossman, Andrea L. EOP/OMB' <Andrea_L_Grossman@omb.eop.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Loretta Hunt <Hunt.Loretta@epa.gov>
Subject: EPA Final VERA/VSIP Request--email 3 of 3

EPA's final targeted positions chart. I will contact you to ensure receipt of all three pieces. Debbi

From: Hart, Debbi
Sent: Friday, July 07, 2017 8:54 AM
To: 'Snowden, Gregory A' <Gregory.Snowden@opm.gov>; 'Mahoney, Michael J' <Mike.Mahoney@opm.gov>; 'Coleman, Darrell E' <Darrell.Coleman@opm.gov>; 'Thornton, Cathryn' <Cathryn.Thornton@opm.gov>; 'Butler, Monica' <Monica.Butler@opm.gov>; 'Mulligan, James S. Ex. 6 - Personal Privacy' <James_S_Mulligan@omb.eop.gov>; 'Grossman, Andrea L. Ex. 6 - Personal Privacy' <Andrea_L_Grossman@omb.eop.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Loretta Hunt <Hunt.Loretta@epa.gov>
Subject: EPA Final VERA/VSIP Request--email 2 of 3

EPA's final business case (attached). DH

From: Hart, Debbi
Sent: Friday, July 07, 2017 8:52 AM
To: Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Coleman, Darrell E <Darrell.Coleman@opm.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>; Mulligan, James S. Ex. 6 - Personal Privacy <James_S_Mulligan@omb.eop.gov>; Grossman, Andrea L. Ex. 6 - Personal Privacy <Andrea_L_Grossman@omb.eop.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Loretta Hunt <Hunt.Loretta@epa.gov>
Subject: EPA Final VERA/VSIP Request--email 1 of 3
Importance: High

Greetings All-

Thank you for your assistance with this effort. As for our informal request, we are submitting our final package in three pieces. Attached is our signed VERA/VSIP template request. This will be followed by our final business case and targeted positions table. Please let us know if there are any questions. Thanks again-- Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

Message

From: Lindsay, Nancy [Lindsay.Nancy@epa.gov]
Sent: 7/12/2017 5:03:34 PM
To: R10-EPA Regional Mail Group [R10EPA_Regional_Mail_Group@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: vera vsip general notice 7/12/17
Attachments: vera vsip general notice 71217.pdf

Attached please find the VERA VSIP notice to all Region 10 employees.

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 7/5/2017 7:59:19 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: Region 8's updated V/V numbers
Attachments: v and v budget information tables v3 for HQ July 3 2017 R8.docx

Don't think this one changed except for budget tables but not sure!

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Fowler, Joshua
Sent: Monday, July 03, 2017 2:08 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: Region 8's updated V/V numbers

Saw you were not cc'd.

Josh Fowler
Human Resources Officer
EPA Region 8
1595 Wynkoop St. Denver, CO 80212
fowler.joshua@epa.gov
303-312-6348 (work)
720-287-9266 (cell)

From: Greenwald, Beth
Sent: Monday, July 3, 2017 12:07 PM
To: Remmers, Janet <Remmers.Janet@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>
Cc: Fowler, Joshua <Fowler.Joshua@epa.gov>; Bielenberg, Ben <Bielenberg.Ben@epa.gov>; Poetter, Joe <poetter.joe@epa.gov>
Subject: Region 8's updated V/V numbers

Hi, Carol and Janet – attached is Region 8's updated chart for the VERA/VSIP package.

Please let me know if you have questions (I'm in the office for a couple more hours), or you can contact Joe Poetter (303-312-6186) on Wednesday, July 5th, or Ben Bielenberg (303-312-6771) on July 6th.

Thanks! ☺

Beth

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 7/14/2017 5:43:50 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: VSIP Related Request

Do you know this one?

From: Connors, Sandra
Sent: Friday, July 14, 2017 12:30 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Keith, Jennie <Keith.Jennie@epa.gov>; Duross, Jeanne <Duross.Jeanne@epa.gov>
Subject: FW: VSIP Related Request

Debbi/Jennie/Jeanne – Can you please amplify the meaning of personal services contract or other direct contract? I'm assuming this only covers direct employment contracts with the US Government and not private companies who do business with EPA but can't find any info on the FAQs on this. Thanks!

From: Mason, Colleen
Sent: Friday, July 14, 2017 12:23 PM
To: Connors, Sandra <Connors.Sandra@epa.gov>
Subject: FW: VSIP Related Request

Hi Sandra-

I have an ethics question. Under the VERA/VSIP terms it states that repayment is required if the employee "*later accepts employment for compensation with the Government of the United States within 5 years of the date of the separation on which the VSIP is based, including work under a personal services contract or other direct contract.*" What is the definition of "personal services contract or other direct contract?" For instance, if I accepted a VSIP and took a position with a private company, if that company had an existing or won a new government contract and I was asked to work on it, would that constitute a repayment?

Colleen Mason
202-343-9641

From: ESB SSC LV
Sent: Friday, July 14, 2017 11:38 AM
To: Mason, Colleen <Mason.Colleen@epa.gov>
Subject: RE: VSIP Related Request

Colleen, for appropriate guidance / response to your inquiry regarding post-employment, you should contact your Program Office's Ethics Official. S/He will offer you direction on personal services contract or other direct contracts as stated in your email. Hope this helps.

Have a pleasant weekend.

Elaine Jimenez

Supervisory Human Resources Specialist (Benefits)
(Employee Services Branch Chief)
HRMD - Las Vegas
(702) 798-2402 – Office

(702) 798-2416 – Fax

The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, re-transmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you receive this in error, please contact the sender and delete the material from the computer.

From: Mason, Colleen
Sent: Thursday, July 13, 2017 8:50 AM
To: ESB SSC LV <ESB_SSC_LV@epa.gov>
Subject: VSIP Related Request

I am looking for clarification on the VSIP repayment requirement. The language reads as follows:

An employee who receives a VSIP and later accepts employment for compensation with the Government of the United States within 5 years of the date of the separation on which the VSIP is based, including work under a personal services contract or other direct contract, must repay the entire amount of the VSIP to the agency that paid it - before the individual's first day of reemployment.

Can you please describe examples of “personal services contract or other direct contract.” I am asking based on the following scenario:

- I am offered and accept a VSIP
- I accept employment with a private company
- The company wins a federal contract
- I am asked to work on that contract

Is this a scenario under which repayment would be required? Is that considered a personal services or direct contract?

Colleen Mason
National Aquatic Resource Surveys
U.S. Environmental Protection Agency
Office: 202-343-9641
Mason.Colleen@epa.gov

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 6/30/2017 1:02:48 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: Notice of VERA and/or VSIP Offer
Attachments: W-4P - 2014.pdf; SF2818.pdf; sf3107.pdf

As discussed. Let folks know if you have comments. D

From: Mairose, Sue
Sent: Thursday, June 29, 2017 6:18 PM
To: Bonner, Jerome <Bonner.Jerome@epa.gov>
Cc: Thomas, Cheryl <Thomas.Cheryl@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: Notice of VERA and/or VSIP Offer

Jerome,

Below is one of the email templates that we had from the last VERA/VSIP go around in 2014 that I mentioned on the call this afternoon. Upon review, it appears that this may be something that the SSC directors will want to discuss on your next call and make a decision on regarding developing a standard template. I have 2 other emails that we found and I will forward those on to you as well.

I reached out to Debbi prior to sending this email because I told her that I would be sending the templates to her. She agreed that the SSC's should be reviewing and drafting since they will be the ones sending out the notification.

I do recall that we had 2 email versions – one for FERS employees and one for CSRS because we attached the appropriate retirement application forms.

Cheryl and I really haven't had the opportunity to review all of the emails that I am forwarding but we will and can discuss next week.

Thanks Jerome,

Sue

Sue Mairose
Branch Chief, Employee Benefits
Environmental Protection Agency
Cincinnati HR Shared Service Center
26 W. Martin Luther King Dr.
Benefits Branch MS N-136
Cincinnati, OH 45268
513-569-7951
(Fax) 513-487-2567

Benefits Common Line (513) 569-7699

Benefits mailbox: CIN_HRSSC_Benefits_Central@epa.gov

From: Thomas, Cheryl
Sent: Thursday, June 29, 2017 5:35 PM

To: Mairose, Sue <Mairose.Sue@epa.gov>

Subject: FW: Notice of VERA and/or VSIP Offer

From: Mick, David

Sent: Wednesday, December 03, 2014 10:58 AM

Cc: Mairose, Sue

Subject: Notice of VERA and/or VSIP Offer

Dear Employee:

This notice constitutes a formal offer to separate from employment under Voluntary Early Retirement Authority (VERA) and/or with a Voluntary Separation Incentive Payment (VSIP), pursuant to the VERA/VSIP application you submitted. You are eligible to receive a VSIP in the amount of **\$25,000** before withholding.

Employees who elect to separate from employment with a VERA and/or VSIP offer must do so not later than **January 9, 2015**. While every consideration will be given to your preferred separation date, final separation decisions will be based on the mission and budgetary needs of the organization.

If you plan to accept this offer and separate under VERA or optional retirement, along with a VSIP, you must complete and submit all necessary retirement application forms and related documents (see attached files) to the Cincinnati Human Resources Shared Service Center. Also, to the extent applicable, please submit a copy of your marriage certificate and DD-214. If you have questions you can contact us at (513) 569-7699 or via email at CIN_HRSSC_Benefits_Central. Our mailing address for your final, hardcopy retirement paperwork is as follows:

U.S. Environmental Protection Agency
Cincinnati Human Resources Shared Service Center
26 West Martin Luther King Drive, Mail Code N136
Cincinnati, OH 45268
Attention: Employee Benefits Branch

Documents should be submitted as early as possible to allow sufficient time to process your separation and to resolve any questions or issues that may arise. Whether you plan to retire or separate from employment by resignation along with acceptance of a VSIP, please immediately notify your immediate supervisor so that s/he can submit to the Cincinnati Human Resources Shared Service Center one Standard Form 52 (SF-52), "Request for Personnel Action" documenting both your retirement or resignation as well as your VSIP.

You may withdraw your paperwork prior to your separation date from the Agency or NLT **January 8, 2015** by providing written notification to the Cincinnati Human Resources Shared Service Center (email: CIN_HRSSC_Benefits_Central) who will, in turn, notify your organization's VERA/VSIP point of contact.

Your decision to accept or not to accept an offer of a VERA and/or VSIP is entirely voluntary. Therefore, you are not required to accept this offer. If you have any questions regarding this offer, please contact the Cincinnati Human Resources Shared Service Center via email at CIN_HRSSC_Benefits_Central or by phone at (513) 569-7699.

Again, if you intend to accept this offer, we encourage you to submit your retirement paperwork as soon as possible. While you may send to the Cincinnati Human Resources Shared Center (email: CIN_HRSSC_Benefits_Central) a pdf of your retirement paperwork for review purposes, we must

insist, per OPM requirements, that your official retirement paperwork be submitted as a signed, hardcopy original.

As a reminder, before leaving the Agency you are required to ensure that records for which you are responsible are identified and stored in a record keeping system or transferred to your supervisor or successor. If you have any questions about your records management responsibilities, please contact your Records Liaison Officer.

Dave Mick
Chief, Employee Benefits & Mgmt. Svcs. Branch
Cincinnati Human Resources Shared Service Center
(513) 569-7818

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 7/5/2017 7:58:28 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: Revised - R9 Business Case with Updated Budget Tables
Attachments: R9 V-V Business Case Rev 7-3-17.docx

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Lane, Vicki
Sent: Monday, July 03, 2017 4:41 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: Revised - R9 Business Case with Updated Budget Tables

Hi Deborah and Loretta,

Attached is a complete R9 Business Case which has been updated to include the updated Budget Tables.
Regards, Vicki
415-972-3827

Message

From: McNeal, Detha [McNeal.Detha@epa.gov]
Sent: 6/13/2017 8:59:46 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: RE: Agency Business Case
Attachments: EPA Prog and Reg Business Cases Tracked Changes 6-12-17.docx

Loretta,

You can pick up with Region 6. I've done a little work on Region 6-10 and added the tables. I'll finish 5 in the morning and whatever you don't get to.

From: Hunt, Loretta
Sent: Tuesday, June 13, 2017 11:12 AM
To: McNeal, Detha <McNeal.Detha@epa.gov>
Subject: Agency Business Case

Try this version.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 7/7/2017 2:32:55 PM
To: Grossman, Andrea L. EOP/OMB [Andrea_L_Grossman@omb.eop.gov]
CC: Mulligan, James S. EOP/OMB [James_S_Mulligan@omb.eop.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: EPA Final VERA/VSIP Request--email 3 of 3

Hello Andrea-

Happy Friday! Per my v-mail, please let me know that you are in receipt of all three pieces of our package and if you need anything from us at this point. Thanks! Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart_debbi@epa.gov

From: Hart, Debbi
Sent: Friday, July 07, 2017 8:57 AM
To: 'Snowden, Gregory A' <Gregory.Snowden@opm.gov>; 'Mahoney, Michael J' <Mike.Mahoney@opm.gov>; 'Coleman, Darrell E' <Darrell.Coleman@opm.gov>; 'Thornton, Cathryn' <Cathryn.Thornton@opm.gov>; 'Butler, Monica' <Monica.Butler@opm.gov>; 'Mulligan, James S' <James_S_Mulligan@omb.eop.gov>; 'Grossman, Andrea L. EOP/OMB' <Andrea_L_Grossman@omb.eop.gov>

Ex. 6 - Personal Privacy

Ex. 6 - Personal Privacy

Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Loretta Hunt <Hunt.Loretta@epa.gov>
Subject: EPA Final VERA/VSIP Request--email 3 of 3

EPA's final targeted positions chart. I will contact you to ensure receipt of all three pieces. Debbi

From: Hart, Debbi
Sent: Friday, July 07, 2017 8:54 AM
To: 'Snowden, Gregory A' <Gregory.Snowden@opm.gov>; 'Mahoney, Michael J' <Mike.Mahoney@opm.gov>; 'Coleman, Darrell E' <Darrell.Coleman@opm.gov>; 'Thornton, Cathryn' <Cathryn.Thornton@opm.gov>; 'Butler, Monica' <Monica.Butler@opm.gov>; 'Mulligan, James S. EOP/OMB' <James_S_Mulligan@omb.eop.gov>; 'Grossman, Andrea L. EOP/OMB' <Andrea_L_Grossman@omb.eop.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Loretta Hunt <Hunt.Loretta@epa.gov>
Subject: EPA Final VERA/VSIP Request--email 2 of 3

EPA's final business case (attached). DH

From: Hart, Debbi
Sent: Friday, July 07, 2017 8:52 AM
To: Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Coleman, Darrell E <Darrell.Coleman@opm.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica

<Monica.Butler@opm.gov>; Mulligan, James S.

Ex. 6 - Personal Privacy

'Grossman, Andrea L.

Ex. 6 - Personal Privacy

Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Loretta Hunt <Hunt.Loretta@epa.gov>

Subject: EPA Final VERA/VSIP Request--email 1 of 3

Importance: High

Greetings All-

Thank you for your assistance with this effort. As for our informal request, we are submitting our final package in three pieces. Attached is our signed VERA/VSIP template request. This will be followed by our final business case and targeted positions table. Please let us know if there are any questions. Thanks again-- Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

Message

From: Barringer, Jody M. EOP/OMB [Jody_M._Barringer@omb.eop.gov]
Sent: 6/28/2017 7:10:03 PM
To: Terris, Carol [Terris.Carol@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: Follow up from VERA/VSIP meeting on OCFO

Hi Carol,

As we discussed in the VERA/VSIP meeting, I have a couple of questions related to OCFO's structure that aren't necessary to clear the VERA/VSIP package but would be useful for me to understand as the OCFO examiner. Can you provide me with a response to the following questions:

- Please describe the functions performed by Branches A, B, C, and D under RTP Finance Center.
- The Purpose of consolidating various programs into an Office of the Controller was to reduce silos but there are still many divisions and branches underneath OC. This should be an opportunity for EPA to evaluate the need for so many sub-offices. Is there any reason why EPA is not looking at whether some of those OC branches can be combined?

Let me know if you need any clarification.

Thanks,
Jody

Jody M. Barringer
Program Examiner
Environment Branch
Office of Management & Budget
(202) 395-5852

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 7/3/2017 6:29:20 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: Notice of VERA and/or VSIP Offer
Attachments: W-4P - 2014.pdf; SF2818.pdf; sf3107.pdf

FYI.

From: Mairose, Sue
Sent: Thursday, June 29, 2017 6:18 PM
To: Bonner, Jerome <Bonner.Jerome@epa.gov>
Cc: Thomas, Cheryl <Thomas.Cheryl@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: Notice of VERA and/or VSIP Offer

Jerome,

Below is one of the email templates that we had from the last VERA/VSIP go around in 2014 that I mentioned on the call this afternoon. Upon review, it appears that this may be something that the SSC directors will want to discuss on your next call and make a decision on regarding developing a standard template. I have 2 other emails that we found and I will forward those on to you as well.

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I do recall that we had 2 email versions – one for FERS employees and one for CSRS because we attached the appropriate retirement application forms.

Cheryl and I really haven't had the opportunity to review all of the emails that I am forwarding but we will and can discuss next week.

Thanks Jerome,

Sue

Sue Mairose
Branch Chief, Employee Benefits
Environmental Protection Agency
Cincinnati HR Shared Service Center
26 W. Martin Luther King Dr.
Benefits Branch MS N-136
Cincinnati, OH 45268
513-569-7951
(Fax) 513-487-2567

Benefits Common Line (513) 569-7699

Benefits mailbox: CIN_HRSSC_Benefits_Central@epa.gov

From: Thomas, Cheryl
Sent: Thursday, June 29, 2017 5:35 PM

To: Mairose, Sue <Mairose.Sue@epa.gov>

Subject: FW: Notice of VERA and/or VSIP Offer

From: Mick, David

Sent: Wednesday, December 03, 2014 10:58 AM

Cc: Mairose, Sue

Subject: Notice of VERA and/or VSIP Offer

Dear Employee:

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Employees who elect to separate from employment with a VERA and/or VSIP offer must do so not later than **January 9, 2015**. While every consideration will be given to your preferred separation date, final separation decisions will be based on the mission and budgetary needs of the organization.

If you plan to accept this offer and separate under VERA or optional retirement, along with a VSIP, you must complete and submit all necessary retirement application forms and related documents (see attached files) to the Cincinnati Human Resources Shared Service Center. Also, to the extent applicable, please submit a copy of your marriage certificate and DD-214. If you have questions you can contact us at (513) 569-7699 or via email at CIN_HRSSC_Benefits_Central. Our mailing address for your final, hardcopy retirement paperwork is as follows:

U.S. Environmental Protection Agency
Cincinnati Human Resources Shared Service Center
26 West Martin Luther King Drive, Mail Code N136
Cincinnati, OH 45268
Attention: Employee Benefits Branch

Documents should be submitted as early as possible to allow sufficient time to process your separation and to resolve any questions or issues that may arise. Whether you plan to retire or separate from employment by resignation along with acceptance of a VSIP, please immediately notify your immediate supervisor so that s/he can submit to the Cincinnati Human Resources Shared Service Center one Standard Form 52 (SF-52), "Request for Personnel Action" documenting both your retirement or resignation as well as your VSIP.

You may withdraw your paperwork prior to your separation date from the Agency or NLT **January 8, 2015** by providing written notification to the Cincinnati Human Resources Shared Service Center (email: CIN_HRSSC_Benefits_Central) who will, in turn, notify your organization's VERA/VSIP point of contact.

Your decision to accept or not to accept an offer of a VERA and/or VSIP is entirely voluntary. Therefore, you are not required to accept this offer. If you have any questions regarding this offer, please contact the Cincinnati Human Resources Shared Service Center via email at CIN_HRSSC_Benefits_Central or by phone at (513) 569-7699.

Again, if you intend to accept this offer, we encourage you to submit your retirement paperwork as soon as possible. While you may send to the Cincinnati Human Resources Shared Center (email: CIN_HRSSC_Benefits_Central) a pdf of your retirement paperwork for review purposes, we must

insist, per OPM requirements, that your official retirement paperwork be submitted as a signed, hardcopy original.

As a reminder, before leaving the Agency you are required to ensure that records for which you are responsible are identified and stored in a record keeping system or transferred to your supervisor or successor. If you have any questions about your records management responsibilities, please contact your Records Liaison Officer.

Dave Mick
Chief, Employee Benefits & Mgmt. Svcs. Branch
Cincinnati Human Resources Shared Service Center
(513) 569-7818

To: Hunt, Loretta[Hunt.Loretta@epa.gov]
Cc: Ryans, Denise[Ryans.Denise@epa.gov]
From: Ryans, Denise
Sent: Wed 7/5/2017 7:27:02 PM
Subject: FW: Thursday, July 6, 2017, HR Community Call Meeting Agenda and Call-in Information

Hey,

Do you want me to mention the DV/SAS policy on the call this Thursday?

From: Schreefer, Kenneth

Sent: Wednesday, July 05, 2017 2:20 PM

To: Acquisti, Heidi <Acquisti.Heidi@epa.gov>; Alapati, Joan <Alapati.Joan@epa.gov>; Allen, Reginald <Allen.Reginald@epa.gov>; Allen, Tania <Allen.Tania@epa.gov>; Anthony, Sherri <Anthony.Sherri@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Baez, Julissa <baez.julissa@epa.gov>; Bailey, Lydia <bailey.lydia@epa.gov>; Bailey, Rhonda <Bailey.Rhonda@epa.gov>; Barber, Anthony <Barber.Anthony@epa.gov>; Benoit, Peggy Ann <Benoit.Peggy@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Bradish, Tracey <bradish.tracey@epa.gov>; Branch, Rebecca <Branch.Rebecca@epa.gov>; Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Breneman, Sara <breneman.sara@epa.gov>; Brown, Rohn <brown.rohn@epa.gov>; Brown, Wendy <brown.wendy@epa.gov>; Burbach, Joseph <burbach.joseph@epa.gov>; Burrows, Eileen <BURROWS.EILEEN@EPA.GOV>; Burt, Cynthia <Burt.Cynthia@epa.gov>; Butler, Lorraine <Butler.Lorraine@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Carter, Pamela <Carter.Pamela@epa.gov>; Castaneda, John <castaneda.john@epa.gov>; Cherry, Katrina <Cherry.Katrina@epa.gov>; Christian, Pamela <Christian.Pamela@epa.gov>; Church, Stacey <Church.Stacey@epa.gov>; Collier, Darrel <collier.darrel@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Cunningham, Bisa <cunningham.bisa@epa.gov>; Cunningham, Dennis <Cunningham.Dennis@epa.gov>; Cutrona, Jennifer <jennifer.cutrona@csra.com>; Datcher, Dawn <Datcher.Dawn@epa.gov>; Davis, Cathy <Davis.Cathy@epa.gov>; Alexandra.deSibour@csra.com; Drummond, Shawn <Drummond.Shawn@epa.gov>; Dubbs, Kimberly <Dubbs.Kimberly@epa.gov>; Dunbar, Danielle <dunbar.danielle@epa.gov>; Embry, Euleashia <embry.euleashia@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Erickson, Amber <Erickson.Amber@epa.gov>; Feeley, James <Feeley.James@epa.gov>; Fowler, Joshua <Fowler.Joshua@epa.gov>; Fraser, Scott <Fraser.Scott@epa.gov>; Freggens, Barbara <Freggens.Barbara@epa.gov>; Graf, Kate <Graf.Kate@epa.gov>; Graubard, Sophia <Graubard.Sophia@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Gray, Richard <Gray.Richard@epa.gov>; Gueriguian, Leo <Gueriguian.Leo@epa.gov>; Gutshall, Renee <Gutshall.Renee@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Harvard, Stephanie <Harvard.Stephanie@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Hembrey, Cheri <Hembrey.Cheri@epa.gov>; Hill, Troy <Hill.Troy@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Jablonski, Janice

<jablonski.janice@epa.gov>; Jackson, Terrence <Jackson.Terrence@epa.gov>; Jefferies, Alan <Jefferies.Alan@epa.gov>; Jimenez, Elaine <Jimenez.Elaine@epa.gov>; Johnson, StacyD <Johnson.StacyD@epa.gov>; Jones, Laura <Jones.Laura@epa.gov>; Kaplan, Heidi <Kaplan.Heidi@epa.gov>; Kavanagh, Erica <kavanagh.eric@epa.gov>; Kelty, Diane <Kelty.Diane@epa.gov>; Kemp, Lachala <Kemp.Lachala@epa.gov>; Kitamura, Louise <Kitamura.Louise@epa.gov>; Kloc, Daniel <kloc.daniel@epa.gov>; Kutzke, Julie <Kutzke.Julie@epa.gov>; Lane, Vicki <Lane.Vicki@epa.gov>; Lattimore, Kraig <lattimore.kraig@epa.gov>; Lee, Andrea <Lee.Andrea@epa.gov>; Lee, Terry <lee.terry@epa.gov>; Lemley, Lauren <Lemley.Lauren@epa.gov>; Lesperance, Twanna <Lesperance.Twanna@epa.gov>; Maher, Karen <Maher.Karen@epa.gov>; Mairose, Sue <Mairose.Sue@epa.gov>; Margolies, Jennifer <Margolies.Jennifer@epa.gov>; Marlinga, Richard <marlinga.richard@epa.gov>; Martinez, Doris <Martinez.Doris@epa.gov>; Martinez, Gwendolyn <Martinez.Gwendolyn@epa.gov>; McClendon, Michelle <McClendon.Michelle@epa.gov>; McKnight, Giovanna <McKnight.Giovanna@epa.gov>; McManus, Catharine <mcmanus.catharine@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Mick, David <Mick.David@epa.gov>; Miles, Ramona <Miles.Ramona@epa.gov>; Milton, Laura <Milton.Laura@epa.gov>; Monroe, Scott <Monroe.Scott@epa.gov>; Moore, Bobby <Moore.Bobby@epa.gov>; Moore, Gina <Moore.Gina@EPA.GOV>; Nero, Yolanda <Nero.Yolanda@epa.gov>; Ng, Geoffrey <Ng.Geoffrey@epa.gov>; Nieves, Michael <Nieves.Michael@epa.gov>; Ocampo, William <Ocampo.William@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Pastalove, Barbara <Pastalove.Barbara@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Peters, Dana <Peters.Dana@epa.gov>; Poulson, Benjamin <Poulson.Benjamin@epa.gov>; Price, Patricia <price.patricia@epa.gov>; Roberts, Suzanne <Roberts.Suzanne@epa.gov>; Rodriguez, Ray <Rodriguez.Ray@epa.gov>; Rubel, Robert <Rubel.Robert@epa.gov>; Ryans, Denise <Ryans.Denise@epa.gov>; Sanders, Amy <Sanders.Amy@epa.gov>; Sawyer, Rena <sawyer.rena@epa.gov>; Schwartz, Barbara <Schwartz.Barbara@epa.gov>; Shanahan, Katherine <Shanahan.Katherine@epa.gov>; Shepherd, Jackie <Shepherd.Jackie@epa.gov>; Smith, Susan <Smith.Susan@epa.gov>; Smith, Veronica <Smith.Veronica@epa.gov>; Soward, Ruth-Alene <Soward.Ruth-Alene@epa.gov>; Stanton, Rachel <stanton.rachel@epa.gov>; Stevens, Robert <Stevens.Robert@epa.gov>; Storm, Derrick <storm.derrick@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Taylor-Smith, Chonette <taylor-smith.chonette@epa.gov>; Terrell, Piyachat <Terrell.Piyachat@epa.gov>; Thomas, Cheryl <Thomas.Cheryl@epa.gov>; Tillmon, Sheneka <tillmon.sheneka@epa.gov>; Torrez, Alfredo <Torrez.Alfredo@epa.gov>; Vaughan, Pat <Vaughan.Pat@epa.gov>; Weller, Gregory <weller.gregory@epa.gov>; White, Tracy <White.Tracy@epa.gov>; Williams, Delphine D. <Williams.Delphine@epa.gov>; Willig, Jeanine <willig.jeanine@epa.gov>; Woodard, Cynthia <Woodard.Cynthia@epa.gov>; Wootson, Renee <Wootson.Renee@epa.gov>; Wright, John <wright.john@epa.gov>; Young, Brenda <young.brenda@epa.gov>; Young, Debbie <young.debbie@epa.gov>; Young, Robbie <Young.Robbie@epa.gov>

Subject: Thursday, July 6, 2017, HR Community Call Meeting Agenda and Call-in Information

There is an HR Community Call scheduled for tomorrow, Thursday, July 6, 2017. At the moment, VERA/VSIP is the only topic on the agenda:

The meeting will be held at 1:30 pm EDT. The call-in number is 4319. For those of you who can attend in person, the meeting will be held in WJC North Room 5340.

Ex. 6 - Personal Privacy

Kenneth W. Schreefer

Office of Human Resources

Policy, Planning, and Training Division

Immediate Office

Telephone: 202-564-4319

Mail Code: 3601M

William J. Clinton Building East

Room 1116 C

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 7/11/2017 7:23:41 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: Workforce Reshaping Options
Attachments: Workforce Reshaping Options 7-10-17.docx

Donna has some questions on this. Can you call me?

From: Hunt, Loretta
Sent: Monday, July 10, 2017 7:36 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>
Subject: Workforce Reshaping Options

Donna,

Per our earlier discussion. Please review and let Debbi know if this will meet your needs for the meeting on Wednesday. Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

To: Kirkland, William[Kirkland.William@epa.gov]; Martinez, Doris[Martinez.Doris@epa.gov]
Cc: Hunt, Loretta[Hunt.Loretta@epa.gov]; Hart, Debbi[Hart.Debbi@epa.gov]
From: Parker, Gary
Sent: Thur 6/15/2017 2:08:13 PM
Subject: RE: FedHR Navigator Power Point Presentation

Thank you Bill.

Mr. Gary Parker

Branch Chief, Workforce Planning

USEPA/OARM/OHR

(O) 202-564-7421

(M) Ex. 6 - Personal Privacy

From: Kirkland, William
Sent: Thursday, June 15, 2017 9:31 AM
To: Parker, Gary <parker.gary@epa.gov>; Martinez, Doris <Martinez.Doris@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: FedHR Navigator Power Point Presentation

Gary,

The HR Navigator Webinar link is now working.

FYI: You may need to refresh your page by pressing the CTRL & F5 keys. Thank you.

William (Bill) Kirkland

Kirkland.William@epa.gov

Information Technology Division, Office of Human Resources
OARM/OHR/ITD

Phone: (202) 564-7533
Room: 1220B WJC East

From: Parker, Gary
Sent: Thursday, June 15, 2017 9:09 AM
To: Kirkland, William <Kirkland.William@epa.gov>; Martinez, Doris <Martinez.Doris@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: FedHR Navigator Power Point Presentation

Bill,

When I click on the HR Navigator Webinar link, it doesn't work. Can you correct the link?

Mr. Gary Parker

Branch Chief, Workforce Planning

USEPA/OARM/OHR

(O) 202-564-7421

(M) **Ex. 6 - Personal Privacy**

From: Hart, Debbi
Sent: Wednesday, June 14, 2017 9:33 AM
To: Parker, Gary <parker.gary@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: FW: FedHR Navigator Power Point Presentation
Importance: High

FYI—I've asked Gary to work on updating the website so please keep each other in the loop!

From: Kirkland, William
Sent: Wednesday, June 14, 2017 7:24 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Cunningham, Bisa <cunningham.bisa@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: FedHR Navigator Power Point Presentation

Good Morning Loretta,

Your updates have been posted. Thank you.

William (Bill) Kirkland

Kirkland.William@epa.gov

Information Technology Division, Office of Human Resources
OARM/OHR/ITD

Phone: (202) 564-7533
Room: 1220B WJC East

From: Hunt, Loretta
Sent: Monday, June 12, 2017 5:34 PM
To: Kirkland, William <Kirkland.William@epa.gov>
Cc: Cunningham, Bisa <cunningham.bisa@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: FedHR Navigator Power Point Presentation

Bill,

Please upload the attached PowerPoint presentation to the VERA/VSIP page:

- [OPM VERA](#)
- [OPM VSIP](#)
- [OPM Reshaping](#)
- [OPM Reassignment](#)
- [HR Navigator \(Registration Required\)](#)
- **FHR Navigator Webinar** ← use this title
- [Retirement Seminars \(PDF\)](#) (2 pp, 124 K)

Thanks.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Cunningham, Bisa

Sent: Monday, June 12, 2017 4:58 PM

To: Hunt, Loretta <Hunt.Loretta@epa.gov>

Subject: FW: FedHR Navigator Power Point Presentation

Loretta – Please see attached and below. Did you want to add this to the VERA/VSIP site?

Bisa Cunningham

Director, Diversity, Recruitment, & Employee Services Division

Environmental Protection Agency

Office of Administration and Resources Management

Office of Human Resources, WJC North (Room 1402 Y/Z)

Office: 202-564-6635

Mobile: **Ex. 6 - Personal Privacy**

Email: Cunningham.Bisa@epa.gov

From: Davis, Cathy

Sent: Friday, June 09, 2017 1:09 PM

To: Cunningham, Bisa <cunningham.bisa@epa.gov>

Subject: FedHR Navigator Power Point Presentation

Bisa.

Attached is a presentation that we developed for the FedHR Navigator program. The presentation has step by step instructions for how to register and login. It also shows the various forms that are needed when applying for retirement and how to access those forms.

I thought I'd share this with you in case you would like to have it added to the VERA/VSIP webpage that is being developed, under the (FedHR Navigator link). This is one of the presentations that our SSC is using in our day to day operations.

Thanks

Cathy Davis, Section Chief, Employee Services Branch, HRMD-RTP
U.S. EPA - Shared Service Center - RTP (MC-C-639-02)
109 T.W. Alexander Dr.
RTP, NC 27711
(919) 541-3533
(919) 541-2186 fax



To: Hunt, Loretta[Hunt.Loretta@epa.gov]
From: Milton, Laura
Sent: Tue 6/27/2017 12:25:04 PM
Subject: RE: VERA/VSIP Overview Training

thnx

Laura Milton, PMO

Administrative Management Division

OECA/Office of Administration and Policy

US Environmental Protection Agency

Phone: 202-564-6017

milton.laura@epa.gov

From: Hunt, Loretta
Sent: Tuesday, June 27, 2017 7:58 AM
To: Milton, Laura <Milton.Laura@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: Re: VERA/VSIP Overview Training

I recommend Larry talk to Donna first before submitting something official.

Sent from my iPhone

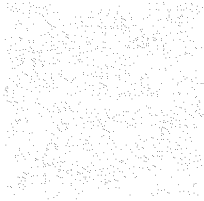
On Jun 26, 2017, at 8:07 PM, Milton, Laura <Milton.Laura@epa.gov> wrote:

Okay, should we request formally through Larry?

Sent from my Windows Phone

From: [Hunt, Loretta](#)
Sent: 6/26/2017 5:31 PM
To: [Milton, Laura](#)

Cc: [Hart, Debbi](#); [Gray, Linda](#); [Carpenter, Wesley](#)
Subject: RE: VERA/VSIP Overview Training



Laura,

I don't know if we can grant an extension. OARM and OCFO would need to look at the budgetary impact of the extension.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Milton, Laura
Sent: Monday, June 26, 2017 9:53 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: FW: VERA/VSIP Overview Training

Hi Loretta, OECA will be having a series of all hands meetings today and I expect that we will get a couple more questions along the lines of the one below. I know there was some initial thought that short extensions may be possible but I wasn't sure. In this case, it seems that there is a straightforward business need but I imagine that there may be a handful of others that our senior managers would need to discuss further if there is indeed an option.

Do you have any sense whether it may be?

Laura Milton, PMO

Administrative Management Division

OECA/Office of Administration and Policy

US Environmental Protection Agency

Phone: 202-564-6017

milton.laura@epa.gov

From: Forney, Peggy
Sent: Monday, June 26, 2017 9:47 AM
To: Milton, Laura <Milton.Laura@epa.gov>
Subject: RE: VERA/VSIP Overview Training

I do have a question about the VSIP. I am planning on taking it (after 31 years), but keep reading that the separation day will be September 2.

I am scheduled to testify, as an expert witness, in a trial (EPA criminal case) scheduled to start September 5.

So if I accept the VSIP, is there any way I could postpone leaving for one pay period? I will be representing the government at the trial and prefer to still be employed at the time.

Thank you

Peggy Forney

Chemist

USEPA-OCEFT-NEIC

1 Denver Federal Center

Bldg 25, door E3

Denver, CO 80225

Phone: 303-462-9110

forney.peggy@epa.gov

From: Milton, Laura

Sent: Friday, June 23, 2017 6:41 AM

To: OECA All

Subject: FW: VERA/VSIP Overview Training

Over the next month, the HR benefits team from our Cincinnati Shared Service Center will be offering additional sessions of the popular VERA/VSIP Overview training. There will be four adobe connect sessions a week, two each on Tuesdays and Thursdays. See below/attached for session times and connectivity information.

In addition, a 508 compliant video has been posted on the Early Out/Buyout Intranet site and can be found here: <http://intranet.epa.gov/policy/buyouts/>

Laura Milton, PMO

Administrative Management Division

OECA/Office of Administration and Policy

US Environmental Protection Agency

Phone: 202-564-6017

milton.laura@epa.gov

From: Bonner, Jerome

Sent: Friday, June 23, 2017 7:57 AM

To: Milton, Laura <Milton.Laura@epa.gov>; Smith, Susan <Smith.Susan@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>; Fowler, Joshua <Fowler.Joshua@epa.gov>; Price, Patricia <price.patricia@epa.gov>; Hill, Troy <Hill.Troy@epa.gov>; Breneman, Sara <breneman.sara@epa.gov>

Cc: Badalamente, Mark <Badalamente.Mark@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Buhl, Rick <Buhl.Rick@epa.gov>; Sanders, Amy <Sanders.Amy@epa.gov>; Brincks, Mike <brincks.mike@epa.gov>; McDonald, James <McDonald.James@epa.gov>; Simon, Nigel <Simon.Nigel@epa.gov>; Carter, Rick <Carter.Rick@epa.gov>; Scola, Jennifer <Scola.Jennifer@epa.gov>; Mairose, Sue <Mairose.Sue@epa.gov>; Thomas, Cheryl <Thomas.Cheryl@epa.gov>; Young, Debbie <young.debbie@epa.gov>; Mick, David <Mick.David@epa.gov>

Subject: VERA/VSIP Overview Training

Dear Colleagues,

Our SSCs in Cincinnati, Research Triangle Park and Las Vegas are providing a variety of training opportunities during this timeline of pending FY 2017 VERA/VSIP to provide information on the retirement process. First, we are providing the link below to a 508 compliant VERA/VSIP training now posted and available: <http://intranet.epa.gov/policy/buyouts/>

Each SSC will be conducting four weekly webinars on the VERA/VSIP retirement process beginning next week. The sessions will be facilitated by Employee Benefits staff and vary by SSC due to time zone and scheduling differences so that we can all accommodate our respective customers effectively.

Please see attached Flyer for Cincinnati V/V Training.

Teleconference Information:

Ex. 6 - Personal Privacy

Adobe Connect Information:

URL is:

Ex. 6 - Personal Privacy

- **Please sign in as: Guest**

If the webinar will be viewed in a group setting, please have your HR liaison contact Benefits Branch Chief, Sue Mairose via email at mairose.sue@epa.gov after each session to advise of the number of employees who attended the webinar.

For questions or information regarding the webinars, please contact Sue Mairose at 513-569-7951 or via email.

Thank you,

Jerome W. Bonner

Environmental Protection Agency

Office of Administration and Resources Management - Cincinnati

Director, Human Resources

Cincinnati Human Resources Shared Service Center

Tel: 513.569.7950

Mobile: Ex. 6 - Personal Privacy

CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

To: Engebretson, Lizabeth[Engebretson.Lizabeth@epa.gov]
Cc: Bonner, Jerome[Bonner.Jerome@epa.gov]; Taylor, Jeremy[Taylor.Jeremy@epa.gov]; Jimenez, Elaine[Jimenez.Elaine@epa.gov]; Mairose, Sue[Mairose.Sue@epa.gov]; Davis, Cathy[Davis.Cathy@epa.gov]; Atkinson, Ryan[Atkinson.Ryan@epa.gov]; Cooper, Marian[Cooper.Marian@epa.gov]; Coomber, Robert[coomber.robert@epa.gov]; Hunt, Loretta[Hunt.Loretta@epa.gov]; Parker, Gary[parker.gary@epa.gov]; Cunningham, Bisa[cunningham.bisa@epa.gov]; Peabody, Hitch[Peabody.Hitch@epa.gov]
From: Hart, Debbi
Sent: Mon 7/3/2017 5:59:51 PM
Subject: RE: VERA/VSIP Planning and Updates
SSC Schedule V-V June28 2017 .docx

Thank you Liz! We added one more action—agreement with unions.

From: Engebretson, Lizabeth
Sent: Friday, June 30, 2017 7:48 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Bonner, Jerome <Bonner.Jerome@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Jimenez, Elaine <Jimenez.Elaine@epa.gov>; Mairose, Sue <Mairose.Sue@epa.gov>; Davis, Cathy <Davis.Cathy@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>
Subject: RE: VERA/VSIP Planning and Updates

Debbi,

I had no further recommended changes. Thanks for the opportunity to review.

Regards,

Liz

From: Hart, Debbi
Sent: Thursday, June 29, 2017 12:04 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Cunningham, Bisa <cunningham.bisa@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>
Cc: Mairose, Sue <Mairose.Sue@epa.gov>; Davis, Cathy <Davis.Cathy@epa.gov>; Jimenez, Elaine <Jimenez.Elaine@epa.gov>; Brown, Rohn <brown.rohn@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Burt, Cynthia

<Burt.Cynthia@epa.gov>; Hampton, Torrey <hampton.torrey@epa.gov>

Subject: RE: VERA/VSIP Planning and Updates

Importance: High

Here is the updated schedule for your review.

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

-----Original Appointment-----

From: Hunt, Loretta

Sent: Tuesday, June 06, 2017 5:20 PM

To: Hunt, Loretta; Bonner, Jerome; Engebretson, Lizabeth; Taylor, Jeremy; Cunningham, Bisa; Hart, Debbi; Corbett, Krysti; Coomber, Robert; Schulman, Marvin; McNeal, Detha; Peabody, Hitch

Cc: Mairose, Sue; Davis, Cathy; Jimenez, Elaine; Brown, Rohn; Atkinson, Ryan; Parker, Gary; Burt, Cynthia; Hampton, Torrey

Subject: VERA/VSIP Planning and Updates

When: Thursday, June 29, 2017 3:00 PM-4:00 PM (UTC-05:00) Eastern Time (US & Canada).

Where: Teleconference

Ex. 6 - Personal Privacy

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 8/8/2017 4:27:11 PM
To: Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: RE: VERA/VSIP

Loretta is about to send the info to everyone. Just in from OPM-- man Vicki is fast!

-----Original Message-----

From: Engebretson, Lizabeth
Sent: Tuesday, August 08, 2017 12:25 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Jimenez, Elaine <Jimenez.Elaine@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Davis, Cathy <Davis.Cathy@epa.gov>; Mairose, Sue <Mairose.Sue@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>
Subject: FW: VERA/VSIP

Debbi,
Hi. I just received this from our acting Regional 9 Administrator....will you be sending out info to RHRO/PMO and SSCs? Apparently, we have an OPM approval which may affect our notices for tomorrow...

Regards,
Liz

-----Original Message-----

From: Strauss, Alexis
Sent: Tuesday, August 08, 2017 9:22 AM
To: Lane, Vicki <Lane.Vicki@epa.gov>; Angelich, Michelle <Angelich.Michelle@epa.gov>; Jordan, Deborah <Jordan.Deborah@epa.gov>; Manzanilla, Enrique <Manzanilla.Enrique@epa.gov>; Lyons, John <Lyons.John@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>
Cc: Quast, Sylvia <Quast.Sylvia@epa.gov>
Subject: VERA/VSIP

USOPM has approved flexibility within NPM caps as of today, which will allow for some waitlisted people to separate via V/v. Donna Vizian is hoping these individuals will be included in tomorrow 's letters.

Message

From: Davis, Cathy [Davis.Cathy@epa.gov]
Sent: 8/2/2017 4:23:24 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: ORD Intended Targeted Positions
Attachments: x2017_V-V_LCOs.xlsx

Please see attached.

Cathy Davis, Section Chief, Employee Services Branch, HRMD-RTP
U.S. EPA - Shared Service Center - RTP (MC-C-639-02)
109 T.W. Alexander Dr.
RTP, NC 27711
(919) 541-3533
(919) 541-2186 fax

OARM-RTP

SERVE. SOLVE. COLLABORATE.



Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 7/7/2017 1:39:42 PM
To: Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]; Taylor, Jeremy [Taylor.Jeremy@epa.gov]; Bonner, Jerome [Bonner.Jerome@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: V/V Communication Templates
Attachments: Prog and Reg VERA-VSIP Announcement 7-6-17.docx

Importance: High

FYI.

From: Hunt, Loretta
Sent: Thursday, July 06, 2017 7:03 PM
To: RHRO <RHRO@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: V/V Communication Templates
Importance: High

HR Community,

Here are the templates we promised on today's HR Community Call.

Please keep in mind the following:

- The agency must have approval from OPM before notices can be sent. Stay tuned.
- The general notification goes to all employees in your program or region.
- The "targeted position" notice and attachments will only be sent to employees in your program/region's targeted positions pool.
- For organizations that targeted SL/ST positions, the Executive Resources Division is the servicing HR Office, not the SSC.

If you have any questions or concerns about the template, please contact Debbi Hart at (202) 564-2011 or hart.debbi@epa.gov.

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

To: Hunt, Loretta[Hunt.Loretta@epa.gov]
From: Vaughan, Pat
Sent: Thur 7/6/2017 8:28:59 PM
Subject: RE: Thursday, July 6, 2017, HR Community Call Meeting Agenda and Call-in Information

Isn't this exactly the same as before? I made a note that it had changed, but may have heard wrong.

Pat Vaughan

Director, Human Resources Division

ORD/Office of Administrative and Research Support

919-541-4912

Ex. 6 - Personal Privacy (cell)

<https://intranet.ord.epa.gov/oars/home>

From: Hunt, Loretta

Sent: Thursday, July 06, 2017 3:57 PM

To: Schreefer, Kenneth <Schreefer.Kenneth@epa.gov>; Acquisti, Heidi <Acquisti.Heidi@epa.gov>; Alapati, Joan <Alapati.Joan@epa.gov>; Allen, Reginald <Allen.Reginald@epa.gov>; Allen, Tania <Allen.Tania@epa.gov>; Anthony, Sherri <Anthony.Sherri@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Bacz, Julissa <baez.julissa@epa.gov>; Bailey, Lydia <bailey.lydia@epa.gov>; Bailey, Rhonda <Bailey.Rhonda@epa.gov>; Barber, Anthony <Barber.Anthony@epa.gov>; Benoit, Peggy Ann <Benoit.Peggy@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Bradish, Tracey <bradish.tracey@epa.gov>; Branch, Rebecca <Branch.Rebecca@epa.gov>; Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Breneman, Sara <breneman.sara@epa.gov>; Brown, Rohn <brown.rohn@epa.gov>; Brown, Wendy <brown.wendy@epa.gov>; Burbach, Joseph <burbach.joseph@epa.gov>; Burrows, Eileen <BURROWS.EILEEN@EPA.GOV>; Burt, Cynthia <Burt.Cynthia@epa.gov>; Butler, Lorraine <Butler.Lorraine@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Carter, Pamela <Carter.Pamela@epa.gov>; Castaneda, John <castaneda.john@epa.gov>; Cherry, Katrina <Cherry.Katrina@epa.gov>; Christian, Pamela <Christian.Pamela@epa.gov>; Church, Stacey <Church.Stacey@epa.gov>; Collier, Darrel <collier.darrel@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Cunningham, Bisa <cunningham.bisa@epa.gov>; Cunningham, Dennis <Cunningham.Dennis@epa.gov>; Cutrona, Jennifer <jennifer.cutrona@csra.com>; Datcher, Dawn <Datcher.Dawn@epa.gov>; Davis, Cathy <Davis.Cathy@epa.gov>; Alexandra.deSibour@csra.com; Drummond, Shawn <Drummond.Shawn@epa.gov>; Dubbs,

Kimberly <Dubbs.Kimberly@epa.gov>; Dunbar, Danielle <dunbar.danielle@epa.gov>; Embry, Euleashia <embry.euleashia@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Erickson, Amber <Erickson.Amber@epa.gov>; Feeley, James <Feeley.James@epa.gov>; Fowler, Joshua <Fowler.Joshua@epa.gov>; Fraser, Scott <Fraser.Scott@epa.gov>; Freggens, Barbara <Freggens.Barbara@epa.gov>; Graf, Kate <Graf.Kate@epa.gov>; Graubard, Sophia <Graubard.Sophia@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Gray, Richard <Gray.Richard@epa.gov>; Gueriguian, Leo <Gueriguian.Leo@epa.gov>; Gutshall, Renee <Gutshall.Renee@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Harvard, Stephanie <Harvard.Stephanie@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Hembrey, Cheri <Hembrey.Cheri@epa.gov>; Hill, Troy <Hill.Troy@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>; Jackson, Terrence <Jackson.Terrence@epa.gov>; Jefferies, Alan <Jefferies.Alan@epa.gov>; Jimenez, Elaine <Jimenez.Elaine@epa.gov>; Johnson, StacyD <Johnson.StacyD@epa.gov>; Jones, Laura <Jones.Laura@epa.gov>; Kaplan, Heidi <Kaplan.Heidi@epa.gov>; Kavanagh, Erica <kavanagh.eric@epa.gov>; Keltz, Diane <Keltz.Diane@epa.gov>; Kemp, Lachala <Kemp.Lachala@epa.gov>; Kitamura, Louise <Kitamura.Louise@epa.gov>; Kloc, Daniel <kloc.daniel@epa.gov>; Kutzke, Julie <Kutzke.Julie@epa.gov>; Lane, Vicki <Lane.Vicki@epa.gov>; Lattimore, Kraig <lattimore.kraig@epa.gov>; Lee, Andrea <Lee.Andrea@epa.gov>; Lee, Terry <lee.terry@epa.gov>; Lemley, Lauren <Lemley.Lauren@epa.gov>; Lesperance, Twanna <Lesperance.Twanna@epa.gov>; Maher, Karen <Maher.Karen@epa.gov>; Mairose, Sue <Mairose.Sue@epa.gov>; Margolies, Jennifer <Margolies.Jennifer@epa.gov>; Marlinga, Richard <marlinga.richard@epa.gov>; Martinez, Doris <Martinez.Doris@epa.gov>; Martinez, Gwendolyn <Martinez.Gwendolyn@epa.gov>; McClendon, Michelle <McClendon.Michelle@epa.gov>; McKnight, Giovanna <McKnight.Giovanna@epa.gov>; McManus, Catharine <mcmanus.catharine@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Mick, David <Mick.David@epa.gov>; Miles, Ramona <Miles.Ramona@epa.gov>; Milton, Laura <Milton.Laura@epa.gov>; Monroe, Scott <Monroe.Scott@epa.gov>; Moore, Bobby <Moore.Bobby@epa.gov>; Moore, Gina <Moore.Gina@EPA.GOV>; Nero, Yolanda <Nero.Yolanda@epa.gov>; Ng, Geoffrey <Ng.Geoffrey@epa.gov>; Nieves, Michael <Nieves.Michael@epa.gov>; Ocampo, William <Ocampo.William@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Pastalove, Barbara <Pastalove.Barbara@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Peters, Dana <Peters.Dana@epa.gov>; Poulson, Benjamin <Poulson.Benjamin@epa.gov>; Price, Patricia <price.patricia@epa.gov>; Roberts, Suzanne <Roberts.Suzanne@epa.gov>; Rodriguez, Ray <Rodriguez.Ray@epa.gov>; Rubel, Robert <Rubel.Robert@epa.gov>; Ryans, Denise <Ryans.Denise@epa.gov>; Sanders, Amy <Sanders.Amy@epa.gov>; Sawyer, Rena <sawyer.rena@epa.gov>; Schwartz, Barbara <Schwartz.Barbara@epa.gov>; Shanahan, Katherine <Shanahan.Katherine@epa.gov>; Shepherd, Jackie <Shepherd.Jackie@epa.gov>; Smith, Susan <Smith.Susan@epa.gov>; Smith, Veronica <Smith.Veronica@epa.gov>; Soward, Ruth-Alene <Soward.Ruth-Alene@epa.gov>; Stanton, Rachel <stanton.rachel@epa.gov>; Stevens, Robert <Stevens.Robert@epa.gov>; Storm, Derrick <storm.derrick@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Taylor-Smith, Chonette <taylor-smith.chonette@epa.gov>; Terrell, Piyachat <Terrell.Piyachat@epa.gov>; Thomas, Cheryl <Thomas.Cheryl@epa.gov>; Tillmon, Sheneka <tillmon.sheneka@epa.gov>; Torrez, Alfredo <Torrez.Alfredo@epa.gov>; Vaughan, Pat <Vaughan.Pat@epa.gov>; Weller, Gregory <weller.gregory@epa.gov>; White, Tracy <White.Tracy@epa.gov>; Williams, Delphine D. <Williams.Delphine@epa.gov>; Willig,

Jeanine <willig.jeanine@epa.gov>; Woodard, Cynthia <Woodard.Cynthia@epa.gov>; Wootson, Renee <Wootson.Renee@epa.gov>; Wright, John <wright.john@epa.gov>; Young, Brenda <young.brenda@epa.gov>; Young, Debbie <young.debbie@epa.gov>; Young, Robbie <Young.Robbie@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>

Subject: RE: Thursday, July 6, 2017, HR Community Call Meeting Agenda and Call-in Information

Per today's call.

The selection criteria for VERA/VSIP:

If the number of applications received exceeds the total number of VSIPs we can offer, approvals will be based first on service computation date for leave, then on entry on duty date (total EPA years of service.) If the SCD and EOD dates are the same for two eligible employees, then the offer will be granted to the employee who submitted his or her application first.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Schreefer, Kenneth

Sent: Wednesday, July 05, 2017 2:20 PM

To: Acquisti, Heidi <Acquisti.Heidi@epa.gov>; Alapati, Joan <Alapati.Joan@epa.gov>; Allen, Reginald <Allen.Reginald@epa.gov>; Allen, Tania <Allen.Tania@epa.gov>; Anthony, Sherri <Anthony.Sherri@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Baez, Julissa <baez.julissa@epa.gov>; Bailey, Lydia <bailey.lydia@epa.gov>; Bailey, Rhonda <Bailey.Rhonda@epa.gov>; Barber, Anthony <Barber.Anthony@epa.gov>; Benoit, Peggy Ann <Benoit.Peggy@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Bradish, Tracey <bradish.tracey@epa.gov>; Branch, Rebecca <Branch.Rebecca@epa.gov>; Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Breneman, Sara <breneman.sara@epa.gov>; Brown, Rohn <brown.rohn@epa.gov>; Brown, Wendy <brown.wendy@epa.gov>; Burbach, Joseph <burbach.joseph@epa.gov>; Burrows, Eileen <BURROWS.EILEEN@EPA.GOV>; Burt, Cynthia <Burt.Cynthia@epa.gov>; Butler, Lorraine <Butler.Lorraine@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Carter, Pamela <Carter.Pamela@epa.gov>; Castaneda, John <castaneda.john@epa.gov>; Cherry, Katrina <Cherry.Katrina@epa.gov>; Christian, Pamela <Christian.Pamela@epa.gov>; Church, Stacey <Church.Stacey@epa.gov>; Collier, Darrel <collier.darrel@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Cunningham, Bisa <cunningham.bisa@epa.gov>; Cunningham, Dennis <Cunningham.Dennis@epa.gov>; Cutrona, Jennifer <jennifer.cutrona@csra.com>; Datcher, Dawn <Datcher.Dawn@epa.gov>; Davis, Cathy <Davis.Cathy@epa.gov>; Alexandra.deSibour@csra.com; Drummond, Shawn <Drummond.Shawn@epa.gov>; Dubbs, Kimberly <Dubbs.Kimberly@epa.gov>; Dunbar, Danielle <dunbar.danielle@epa.gov>; Embry, Euleashia <embry.euleashia@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Erickson, Amber <Erickson.Amber@epa.gov>; Feeley, James <Feeley.James@epa.gov>; Fowler, Joshua <Fowler.Joshua@epa.gov>; Fraser, Scott <Fraser.Scott@epa.gov>; Freggens, Barbara <Freggens.Barbara@epa.gov>; Graf, Kate <Graf.Kate@epa.gov>; Graubard, Sophia <Graubard.Sophia@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Gray, Richard <Gray.Richard@epa.gov>; Gueriguian, Leo <Gueriguian.Leo@epa.gov>; Gutshall, Renee <Gutshall.Renee@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Harvard, Stephanie <Harvard.Stephanie@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Hembrey, Cheri <Hembrey.Cheri@epa.gov>; Hill, Troy <Hill.Troy@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>; Jackson, Terrence <Jackson.Terrence@epa.gov>; Jefferies, Alan <Jefferies.Alan@epa.gov>; Jimenez, Elaine <Jimenez.Elaïne@epa.gov>; Johnson, StacyD <Johnson.StacyD@epa.gov>; Jones, Laura <Jones.Laura@epa.gov>; Kaplan, Heidi <Kaplan.Heidi@epa.gov>; Kavanagh, Erica <kavanagh.eric@epa.gov>; Kelty, Diane <Kelty.Diane@epa.gov>; Kemp, Lachala <Kemp.Lachala@epa.gov>; Kitamura, Louise <Kitamura.Louise@epa.gov>; Kloc, Daniel <kloc.daniel@epa.gov>; Kutzke, Julie <Kutzke.Julie@epa.gov>; Lane, Vicki <Lane.Vicki@epa.gov>; Lattimore, Kraig <lattimore.kraig@epa.gov>; Lee, Andrea <Lee.Andrea@epa.gov>; Lee, Terry <lee.terry@epa.gov>; Lemley, Lauren <Lemley.Lauren@epa.gov>; Lesperance, Twanna <Lesperance.Twanna@epa.gov>; Maher, Karen <Maher.Karen@epa.gov>; Mairose, Sue <Mairose.Sue@epa.gov>; Margolies, Jennifer <Margolies.Jennifer@epa.gov>; Marlinga, Richard <marlinga.richard@epa.gov>; Martinez, Doris <Martinez.Doris@epa.gov>; Martinez, Gwendolyn <Martinez.Gwendolyn@epa.gov>; McClendon, Michelle <McClendon.Michelle@epa.gov>; McKnight, Giovanna <McKnight.Giovanna@epa.gov>; McManus, Catharine <mcmanus.catharine@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Mick, David <Mick.David@epa.gov>; Miles, Ramona

<Miles.Ramona@epa.gov>; Milton, Laura <Milton.Laura@epa.gov>; Monroe, Scott <Monroe.Scott@epa.gov>; Moore, Bobby <Moore.Bobby@epa.gov>; Moore, Gina <Moore.Gina@EPA.GOV>; Nero, Yolanda <Nero.Yolanda@epa.gov>; Ng, Geoffrey <Ng.Geoffrey@epa.gov>; Nieves, Michael <Nieves.Michael@epa.gov>; Ocampo, William <Ocampo.William@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Pastalove, Barbara <Pastalove.Barbara@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Peters, Dana <Peters.Dana@epa.gov>; Poulson, Benjamin <Poulson.Benjamin@epa.gov>; Price, Patricia <price.patricia@epa.gov>; Roberts, Suzanne <Roberts.Suzanne@epa.gov>; Rodriguez, Ray <Rodriguez.Ray@epa.gov>; Rubel, Robert <Rubel.Robert@epa.gov>; Ryans, Denise <Ryans.Denise@epa.gov>; Sanders, Amy <Sanders.Amy@epa.gov>; Sawyer, Rena <sawyer.rena@epa.gov>; Schwartz, Barbara <Schwartz.Barbara@epa.gov>; Shanahan, Katherine <Shanahan.Katherine@epa.gov>; Shepherd, Jackie <Shepherd.Jackie@epa.gov>; Smith, Susan <Smith.Susan@epa.gov>; Smith, Veronica <Smith.Veronica@epa.gov>; Soward, Ruth-Alene <Soward.Ruth-Alene@epa.gov>; Stanton, Rachel <stanton.rachel@epa.gov>; Stevens, Robert <Stevens.Robert@epa.gov>; Storm, Derrick <storm.derrick@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Taylor-Smith, Chonette <taylor-smith.chonette@epa.gov>; Terrell, Piyachat <Terrell.Piyachat@epa.gov>; Thomas, Cheryl <Thomas.Cheryl@epa.gov>; Tillmon, Sheneka <tillmon.sheneka@epa.gov>; Torrez, Alfredo <Torrez.Alfredo@epa.gov>; Vaughan, Pat <Vaughan.Pat@epa.gov>; Weller, Gregory <weller.gregory@epa.gov>; White, Tracy <White.Tracy@epa.gov>; Williams, Delphine D. <Williams.Delphine@epa.gov>; Willig, Jeanine <willig.jeanine@epa.gov>; Woodard, Cynthia <Woodard.Cynthia@epa.gov>; Wootson, Renee <Wootson.Renee@epa.gov>; Wright, John <wright.john@epa.gov>; Young, Brenda <young.brenda@epa.gov>; Young, Debbie <young.debbie@epa.gov>; Young, Robbie <Young.Robbie@epa.gov>

Subject: Thursday, July 6, 2017, HR Community Call Meeting Agenda and Call-in Information

There is an HR Community Call scheduled for tomorrow, Thursday, July 6, 2017. At the moment, VERA/VSIP is the only topic on the agenda:

The meeting will be held at 1:30 pm EDT. The call-in number is 1-866-299-3188 and the code is 202-564-4319. For those of you who can attend in person, the meeting will be held in WJC North Room 5340.

Kenneth W. Schreefer

Office of Human Resources

Policy, Planning, and Training Division

Immediate Office

Telephone: 202-564-4319
Mail Code: 3601M
William J. Clinton Building East
Room 1116 C

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 6/29/2017 5:44:07 PM
To: Mahoney, Michael J [Mike.Mahoney@opm.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: Status check??--

Importance: High

Mike—Per my v-mail, we met with OMB yesterday to review our V/V submittal and field questions. No showstoppers and they want to move things forward so that we can get folks off the rolls by early September. Does OPM have any questions for us at this point? Can you share anything with us about how the review is going? Thanks in advance. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 7/5/2017 6:28:04 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: Updated V/V schedule
Attachments: SSC Schedule V-V June28 2017 .docx

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 7/13/2017 8:30:15 PM
To: Parker, Gary [parker.gary@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: VERA VSIP Applications Received

FYI—not bad for Day 1!

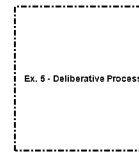
From: Showman, John
Sent: Thursday, July 13, 2017 4:22 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: VERA VSIP Applications Received

FYI ...

From: "Martinson, Alice" <Martinson.Alice@epa.gov>
Date: July 13, see2017 at 4:04:38 PM EDT
To: "Helm, Arron" <Helm.Arron@epa.gov>, "Collins, BJ" <Collins.BJ@epa.gov>, "Carter, Rick" <Carter.Rick@epa.gov>, "Atkinson, Ryan" <Atkinson.Ryan@epa.gov>, "Taylor, Jeremy" <Taylor.Jeremy@epa.gov>, "Bonner, Jerome" <Bonner.Jerome@epa.gov>, "Engebretson, Lizabeth" <Engebretson.Lizabeth@epa.gov>
Cc: "Mairose, Sue" <Mairose.Sue@epa.gov>, "Davis, Cathy" <Davis.Cathy@epa.gov>, "Jimenez, Elaine" <Jimenez.Elaine@epa.gov>
Subject: VERA VSIP Applications Received

As of 4:00 this afternoon, VERA/VSIP applications have been received agency-wide.
Below is the breakdown by Program/Region.

Program or Region	Total
AO	<div>Ex. 5 - Deliberative Process</div>
OAR	
OARM	
OCFO	
OCSP	
OECA	
OEI	
OGC	
OITA	
ORD	
OW	
Region 1	
Region 10	
Region 2	
Region 3	
Region 4	
Region 5	
Region 6	
Region 7	
Region 8	



For comparison, here's what we received in the first few days of the past 2 VERA/VSIP windows:

Application Period	Day 1	Day 2	Day 3	% of Total Applications
October 2014	33	100	36	52%
February 2014	237	65	27	72%

~ Alice

Alice Martinson
 Acting Section Chief, RTP-SSC
 U.S. Environmental Protection Agency
 OARM/HRMD-RTP (MD-C639-02)
 Research Triangle Park, NC 27711
 voice: 919-541-5420
 fax: 919-541-1360



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Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 8/1/2017 6:35:33 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: VERA VSIP updated list

Hey—Can you please send me whatever you sent to Carol? I feel sort of foolish--I only answered her bc I couldn't see that anyone had responded.

From: Terris, Carol
Sent: Thursday, July 27, 2017 7:28 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Collins, BJ <Collins.BJ@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: Re: VERA VSIP updated list

Thanks Debbi - Loretta coordinated and we received it

Sent from my iPhone

On Jul 27, 2017, at 7:20 PM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

Carol- I think BJ provided the earlier version and hopefully can update. D

Sent from my iPhone

On Jul 27, 2017, at 11:54 AM, Terris, Carol <Terris.Carol@epa.gov> wrote:

Hi again Debbi,

Checking in on the final list of VERA VSIP applicants – if your folks can send it to me, we will split out/password protect so budget can finish the funding needs calculations

Many thanks!

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 6/7/2017 4:42:43 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: Most Current VERA-VSIP FAQs Document
Attachments: VERA- VSIP FAQ's Managers .pdf; VERA- VSIP FAQ's Managers 5-12-17.docx

She has the management ones we did earlier and the other more detailed ones but I can't recall if we posted the latter?

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Price, Patricia
Sent: Wednesday, June 07, 2017 10:06 AM
To: Mairose, Sue <Mairose.Sue@epa.gov>; Thomas, Cheryl <Thomas.Cheryl@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Most Current VERA-VSIP FAQs Document

Good Morning,

Since this document derived from your office, please confirm which of the following is the **most current and applicable VERA -VSIP FAS document for sharing** with employees. Is it one of the attachments or the link below:

- 1) <http://intranet.epa.gov/policy/buyouts/pdfs/vera-vsip-faqs.pdf>

Thank you,

Pat Price
Human Resources Officer
EPA – Region 7
Office of Policy & Management
Human Capital Management Branch
11201 Renner Blvd
Lenexa, KS 66219
913 551-7575
Price.patricia@epa.gov

Strengthfinder Themes: Responsibility, Arranger, Developer, Harmony and Focus

Message

From: McNeal, Detha [McNeal.Detha@epa.gov]
Sent: 6/6/2017 5:47:39 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: Region 1 VERA VSIP Proposal Summary, Spreadsheet of Targeted Positions, and Org Chart

FYI

From: Shanahan, Katherine
Sent: Tuesday, June 06, 2017 1:47 PM
To: McNeal, Detha <McNeal.Detha@epa.gov>
Subject: RE: Region 1 VERA VSIP Proposal Summary, Spreadsheet of Targeted Positions, and Org Chart

I did not and she has already been contacted by me Thanks

From: McNeal, Detha
Sent: Tuesday, June 06, 2017 1:46 PM
To: Shanahan, Katherine <Shanahan.Katherine@epa.gov>
Subject: RE: Region 1 VERA VSIP Proposal Summary, Spreadsheet of Targeted Positions, and Org Chart

Katherine, did you mean to send your email to Johanna Hunter?

From: McNeal, Detha
Sent: Tuesday, June 06, 2017 1:43 PM
To: Shanahan, Katherine <Shanahan.Katherine@epa.gov>
Cc: Schulman, Marvin <Schulman.Marvin@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: Region 1 VERA VSIP Proposal Summary, Spreadsheet of Targeted Positions, and Org Chart

Thanks Katherine.

From: Shanahan, Katherine
Sent: Tuesday, June 06, 2017 11:27 AM
To: McNeal, Detha <McNeal.Detha@epa.gov>
Cc: Hunter, Johanna <Hunter.Johanna@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>
Subject: FW: Region 1 VERA VSIP Proposal Summary, Spreadsheet of Targeted Positions, and Org Chart

Hi Detha

We have made the 2 corrections. Thanks so much for catching them.

Kathie

From: McNeal, Detha
Sent: Friday, June 02, 2017 3:25 PM
To: Shanahan, Katherine <Shanahan.Katherine@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>
Subject: RE: Region 1 VERA VSIP Proposal Summary, Spreadsheet of Targeted Positions, and Org Chart

Good afternoon Katherine,

I've reviewed the proposal for Region 1 and have the following questions/concerns:

1. **Ex. 5 - Deliberative Process**

2. **Ex. 5 - Deliberative Process**

Detha McNeal
Human Resources Specialist
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
(202) 564-6707

From: Shanahan, Katherine

Sent: Wednesday, May 24, 2017 4:22 PM

To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: Region 1 VERA VSIP Proposal Summary, Spreadsheet of Targeted Positions, and Org Chart

Good Afternoon Loretta and Debbi

Attached please find the VERA/VSIP proposal from Region 1. Please let us know if you have any questions.

Kathie

Katherine Shanahan
Human Resource Manager
EPA New England Region 1
617-918-1619

Message

From: McNeal, Detha [McNeal.Detha@epa.gov]
Sent: 6/6/2017 5:43:19 PM
To: Shanahan, Katherine [Shanahan.Katherine@epa.gov]
CC: Schulman, Marvin [Schulman.Marvin@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: RE: Region 1 VERA VSIP Proposal Summary, Spreadsheet of Targeted Positions, and Org Chart

Thanks Katherine.

From: Shanahan, Katherine
Sent: Tuesday, June 06, 2017 11:27 AM
To: McNeal, Detha <McNeal.Detha@epa.gov>
Cc: Hunter, Johanna <Hunter.Johanna@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>
Subject: FW: Region 1 VERA VSIP Proposal Summary, Spreadsheet of Targeted Positions, and Org Chart

Hi Detha

We have made the 2 corrections. Thanks so much for catching them.

Kathie

From: McNeal, Detha
Sent: Friday, June 02, 2017 3:25 PM
To: Shanahan, Katherine <Shanahan.Katherine@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>
Subject: RE: Region 1 VERA VSIP Proposal Summary, Spreadsheet of Targeted Positions, and Org Chart

Good afternoon Katherine,

I've reviewed the proposal for Region 1 and have the following questions/concerns:

1. **Ex. 5 - Deliberative Process**

2.

Ex. 5 - Deliberative Process

Detha McNeal
Human Resources Specialist
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
(202) 564-6707

From: Shanahan, Katherine
Sent: Wednesday, May 24, 2017 4:22 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Region 1 VERA VSIP Proposal Summary, Spreadsheet of Targeted Positions, and Org Chart

Good Afternoon Loretta and Debbi

Attached please find the VERA/VSIP proposal from Region 1. Please let us know if you have any questions.

Kathie

Katherine Shanahan
Human Resource Manager
EPA New England Region 1
617-918-1619

To: Hunt, Loretta[Hunt.Loretta@epa.gov]; Bonner, Jerome[Bonner.Jerome@epa.gov]; Corbett, Krysti[Corbett.Krysti@epa.gov]; Engebretson, Lizabeth[Engebretson.Lizabeth@epa.gov]; Taylor, Jeremy[Taylor.Jeremy@epa.gov]; Coomber, Robert[coomber.robert@epa.gov]
Cc: Hart, Debbi[Hart.Debbi@epa.gov]; Schulman, Marvin[Schulman.Marvin@epa.gov]; McNeal, Detha[McNeal.Detha@epa.gov]; Hampton, Torrey[hampton.torrey@epa.gov]
From: Cunningham, Bisa
Sent: Tue 6/6/2017 5:18:25 PM
Subject: RE: Need to Schedule Regular VERA/VSIP Meetings

That's fine.

Bisa Cunningham

Director, Diversity, Recruitment, & Employee Services Division

Environmental Protection Agency

Office of Administration and Resources Management

Office of Human Resources, WJC North (Room 1402 Y/Z)

Office: 202-564-6635

Mobile: **Ex. 6 - Personal Privacy**

Email: Cunningham.Bisa@epa.gov

From: Hunt, Loretta

Sent: Tuesday, June 06, 2017 1:02 PM

To: Bonner, Jerome <Bonner.Jerome@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Cunningham, Bisa <cunningham.bisa@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Hampton, Torrey <hampton.torrey@epa.gov>

Subject: RE: Need to Schedule Regular VERA/VSIP Meetings

What about Thursdays at 3 pm?

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Bonner, Jerome

Sent: Tuesday, June 06, 2017 12:43 PM

To: Corbett, Krysti <Corbett.Krysti@epa.gov>; Cunningham, Bisa <cunningham.bisa@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Hampton, Torrey <hampton.torrey@epa.gov>

Subject: RE: Need to Schedule Regular VERA/VSIP Meetings

Tuesday afternoon will not work for the SSCs...we have a standing 1400-1600 meeting

Jerome W. Bonner

Environmental Protection Agency

Office of Administration and Resources Management - Cincinnati

Director, Human Resources

Cincinnati Human Resources Shared Service Center

Tel: 513.569.7950

Mobile: Ex. 6 - Personal Privacy

CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

From: Corbett, Krysti
Sent: Tuesday, June 06, 2017 12:41 PM
To: Cunningham, Bisa <cunningham.bisa@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Hampton, Torrey <hampton.torrey@epa.gov>
Subject: RE: Need to Schedule Regular VERA/VSIP Meetings

We've got many recurring meetings on Thursday mornings – so either Tuesday or Thursday afternoon for Bob and I.

Thanks!

Krysti Corbett

Director

Labor and Employee Relations Division

Desk Phone: (202) 564-6295

Mobile: **Ex. 6 - Personal Privacy**

corbett.krysti@epa.gov

From: Cunningham, Bisa

Sent: Tuesday, June 6, 2017 11:39 AM

To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Hampton, Torrey <hampton.torrey@epa.gov>

Subject: RE: Need to Schedule Regular VERA/VSIP Meetings

I prefer Thursdays.

r/s

Bisa Cunningham

Director, Diversity, Recruitment, & Employee Services Division

Environmental Protection Agency

Office of Administration and Resources Management

Office of Human Resources, WJC North (Room 1402 Y/Z)

Office: 202-564-6635

Mobile: **Ex. 6 - Personal Privacy**

Email: Cunningham.Bisa@epa.gov

From: Hunt, Loretta

Sent: Tuesday, June 06, 2017 11:32 AM

To: Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Cunningham, Bisa <cunningham.bisa@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Hampton, Torrey <hampton.torrey@epa.gov>

Subject: Need to Schedule Regular VERA/VSIP Meetings

Importance: High

I would like to schedule regular V/V meetings for planning and updates on Tuesdays or Thursdays. Please let me know your preference. Thanks.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

To: Hunt, Loretta[Hunt.Loretta@epa.gov]
From: Braxton, Marilyn
Sent: Wed 6/7/2017 4:10:25 PM
Subject: RE: Question on V/V

Loretta,

Are only the positions and organizations listed in our targeted positions table impacted by this?
For example:

- If my organization was not listed in OEI's V/V plan, but
- HR Specialist GS 13 positions were included as targeted positions within another OEI office,
- Can my organization hire an HR specialist GS 13 since we are not participating in this V/V process?

Regards!

Marilyn A. Braxton

202-564-8192

Ex. 6 - Personal Privacy (mobile)

Website: [OEI's HR Corner](#)

From: Hunt, Loretta
Sent: Wednesday, June 7, 2017 9:46 AM
To: RHRO <RHRO@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>
Cc: Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>; Willig, Jeanine <willig.jeanine@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Fwd: Question on V/V

FYI

Loretta L. Hunt, Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

(202) 564-6963

hunt.loretta@epa.gov

Begin forwarded message:

From: "Vizian, Donna" <Vizian.Donna@epa.gov>

Date: June 7, 2017 at 9:32:45 AM EDT

To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>, 2017Regionfirstassistants
<2017Regionfirstassistants@epa.gov>

Cc: DAA-Career <DAACareer@epa.gov>, DRA <DRA@epa.gov>, "Hart, Debbi"
<Hart.Debbi@epa.gov>, "Hunt, Loretta" <Hunt.Loretta@epa.gov>

Subject: Question on V/V

Ex. 5 - Deliberative Process

To: Hunt, Loretta[Hunt.Loretta@epa.gov]
From: Cunningham, Bisa
Sent: Wed 5/31/2017 6:08:22 PM
Subject: RE: V/V Information

I forwarded this meeting invite to the Benefits Branch Chiefs in the SSCs and in ERD – Cathy Davis, Sue Mairose, Elaine Jimenez, Karmel Ferebee (contractor).

Bisa Cunningham

Director, Diversity, Recruitment, & Employee Services Division

Environmental Protection Agency

Office of Administration and Resources Management

Office of Human Resources, WJC North (Room 1402 Y/Z)

Office: 202-564-6635

Mobile: **Ex. 6 - Personal Privacy**

Email: Cunningham.Bisa@epa.gov

From: Hunt, Loretta
Sent: Wednesday, May 31, 2017 9:34 AM
To: Bonner, Jerome <Bonner.Jerome@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Cunningham, Bisa <cunningham.bisa@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>
Cc: Parker, Gary <parker.gary@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Hampton, Torrey <hampton.torrey@epa.gov>
Subject: Fw: V/V Information

For today's meeting. This is close hold, only share with those who need to know.

From: Vizian, Donna
Sent: Tuesday, May 30, 2017 6:12 PM

To: 2017HQfirstassistants; 2017Regionfirstassistants

Cc: Hunt, Loretta; Hart, Debbi; Carpenter, Wesley; Gray, Linda; Corbett, Krysti; Coomber, Robert; DAA-Career; DRA; ARA

Subject: V/V Information

Hi Everyone,

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Best, Donna

Selection Criteria:

Ex. 5 - Deliberative Process

To: Hunt, Loretta[Hunt.Loretta@epa.gov]; Bonner, Jerome[Bonner.Jerome@epa.gov];
Cunningham, Bisa[cunningham.bisa@epa.gov]; Engebretson, Lizabeth[Engebretson.Lizabeth@epa.gov];
Taylor, Jeremy[Taylor.Jeremy@epa.gov]; Coomber, Robert[coomber.robert@epa.gov]
Cc: Hart, Debbi[Hart.Debbi@epa.gov]; Schulman, Marvin[Schulman.Marvin@epa.gov]; McNeal,
Detha[McNeal.Detha@epa.gov]; Hampton, Torrey[hampton.torrey@epa.gov]
From: Corbett, Krysti
Sent: Tue 6/6/2017 5:06:24 PM
Subject: RE: Need to Schedule Regular VERA/VSIP Meetings

Works for us.

Krysti Corbett

Director

Labor and Employee Relations Division

Desk Phone: (202) 564-6295

Mobile: **Ex. 6 - Personal Privacy**

corbett.krysti@epa.gov

From: Hunt, Loretta
Sent: Tuesday, June 6, 2017 1:02 PM
To: Bonner, Jerome <Bonner.Jerome@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>;
Cunningham, Bisa <cunningham.bisa@epa.gov>; Engebretson, Lizabeth
<Engebretson.Lizabeth@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Coomber,
Robert <coomber.robert@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>;
McNeal, Detha <McNeal.Detha@epa.gov>; Hampton, Torrey <hampton.torrey@epa.gov>
Subject: RE: Need to Schedule Regular VERA/VSIP Meetings

What about Thursdays at 3 pm?

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Bonner, Jerome

Sent: Tuesday, June 06, 2017 12:43 PM

To: Corbett, Krysti <Corbett.Krysti@epa.gov>; Cunningham, Bisa <cunningham.bisa@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Hampton, Torrey <hampton.torrey@epa.gov>

Subject: RE: Need to Schedule Regular VERA/VSIP Meetings

Tuesday afternoon will not work for the SSCs...we have a standing 1400-1600 meeting

Jerome W. Bonner

Environmental Protection Agency

Office of Administration and Resources Management - Cincinnati

Director, Human Resources

Cincinnati Human Resources Shared Service Center

Tel: 513.569.7950

Mobile: Ex. 6 - Personal Privacy

CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

From: Corbett, Krysti
Sent: Tuesday, June 06, 2017 12:41 PM
To: Cunningham, Bisa <cunningham.bisa@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Hampton, Torrey <hampton.torrey@epa.gov>
Subject: RE: Need to Schedule Regular VERA/VSIP Meetings

We've got many recurring meetings on Thursday mornings – so either Tuesday or Thursday afternoon for Bob and I.

Thanks!

Krysti Corbett

Director

Labor and Employee Relations Division

Desk Phone: (202) 564-6295

Mobile: Ex. 6 - Personal Privacy

corbett.krysti@epa.gov

From: Cunningham, Bisa
Sent: Tuesday, June 6, 2017 11:39 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Hampton, Torrey <hampton.torrey@epa.gov>
Subject: RE: Need to Schedule Regular VERA/VSIP Meetings

I prefer Thursdays.

r/s

Bisa Cunningham

Director, Diversity, Recruitment, & Employee Services Division

Environmental Protection Agency

Office of Administration and Resources Management

Office of Human Resources, WJC North (Room 1402 Y/Z)

Office: 202-564-6635

Mobile: **Ex. 6 - Personal Privacy**

Email: Cunningham.Bisa@epa.gov

From: Hunt, Loretta
Sent: Tuesday, June 06, 2017 11:32 AM
To: Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Cunningham, Bisa <cunningham.bisa@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>;
McNeal, Detha <McNeal.Detha@epa.gov>; Hampton, Torrey <hampton.torrey@epa.gov>
Subject: Need to Schedule Regular VERA/VSIP Meetings
Importance: High

I would like to schedule regular V/V meetings for planning and updates on Tuesdays or Thursdays. Please let me know your preference. Thanks.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 5/25/2017 5:03:34 PM
To: Barber, Anthony [Barber.Anthony@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: RE: Region 10 VERA VSIP Business Case

That's correct-

Ex. 5 - Deliberative Process

And yes,

the level you describe, w/o names and in PowerPoint would be appreciated. Thanks! DH

From: Barber, Anthony
Sent: Thursday, May 25, 2017 12:27 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: Region 10 VERA VSIP Business Case

Hi Debbi,

Sure.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Anthony L. Barber, PE
Acting Human Capital Officer and Manager, HRF Unit
Director, Oregon Operations Office
US EPA Region 10
805 SW Broadway, Suite 500
Portland, OR 97205

503-326-6890 (phone)
503-326-3399 (fax)
barber.anthony@epa.gov

From: Hart, Debbi
Sent: Thursday, May 25, 2017 7:23 AM
To: Barber, Anthony <Barber.Anthony@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: Region 10 VERA VSIP Business Case

Tony- Can you please forward us R10's current org chart? Thanks! Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Lindsay, Nancy
Sent: Wednesday, May 24, 2017 9:06 PM

To: Hart, Debbi <Hart.Debbi@epa.gov>

Cc: Pirzadeh, Michelle <Pirzadeh.Michelle@epa.gov>; Opalski, Dan <Opalski.Dan@epa.gov>; Barber, Anthony <Barber.Anthony@epa.gov>; Dalrymple, Anne <Dalrymple.Anne@epa.gov>; Harmon, Russell <Harmon.Russell@epa.gov>

Subject: Region 10 VERA VSIP Business Case

Debi,

Attached please find Region 10's business case for the agency's VERA/VSIP. We appreciate the opportunity to participate. If you need any additional information, please contact Region 10's Acting HCO, Tony Barber, at (503) 326-6890.

Thank you,

Nancy Lindsay
R10 ARA

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 5/25/2017 4:57:25 PM
To: Parker, Gary [parker.gary@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]; Willig, Jeanine [willig.jeanine@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: V/V Information
Attachments: Region 6 Leadership Org Chart.pdf; R6 VV Justification (Final).docx; R6 Workforce Numbers for HQs.xlsx

17

From: Gray, David
Sent: Thursday, May 25, 2017 12:00 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Coleman, Sam <Coleman.Sam@epa.gov>; Gray, David <gray.david@epa.gov>; McDonald, James <McDonald.James@epa.gov>; Hill, Troy <Hill.Troy@epa.gov>
Subject: V/V Information

Sam is traveling today and asked that I forward this information to you. Please let us know if you have any questions.

To: Parker, Gary[parker.gary@epa.gov]; Hunt, Loretta[Hunt.Loretta@epa.gov]; Kuhns, Jason[Kuhns.Jason@epa.gov]
From: Hart, Debbi
Sent: Fri 5/19/2017 8:10:49 PM
Subject: FW: Workforce Reshaping follow up
OLEM VERA VSIP Major Themes FINAL.xlsx

Ex. 5 - Deliberative Process

From: Smith, Susan
Sent: Friday, May 19, 2017 4:06 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Simon, Nigel <Simon.Nigel@epa.gov>; Breen, Barry <Breen.Barry@epa.gov>; Davis, Patrick <davis.patrick@epa.gov>; Datcher, Dawn <Datcher.Dawn@epa.gov>
Subject: RE: Workforce Reshaping follow up

Dear Donna,

In response your request below, please accept OLEM's **estimate** of V/V positions targeted/max offers across major themes and appropriations. We are still having discussions and may need to revise this estimate as we finalize our V/V request next week.

Please contact me at 202-564-6656 if you have questions or need additional information.

Sincerely,

Susan

Susan Smith, Director

Organizational Management and Integrity Staff

Office of Land and Emergency Management/U.S. EPA

1301 Constitution Ave., NW, Washington, DC 20460

4139 WJC West/MC: 5101T

202-564-6656 (office)

Ex. 6 - Personal Privacy (cell)

202-566-6324 (fax)

[Follow OLEM](#) on Twitter @EPALand

From: Vizian, Donna

Sent: Friday, May 12, 2017 3:57 PM

To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>

Subject: Workforce Reshaping follow up

Hi Everyone,

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Two other things: I am attaching FAQs for your information and below is information on “safe positions.”

OPM’s revised VSIP template addresses safe positions (attached, pg. 2, first paragraph):

The agency’s targeted population chart, “. . . may include additional categories of employees beyond those whose positions are directly targeted for elimination/restructuring (i.e., positions that are not the main focus for reduction/restructuring/elimination, but which are included in the VSIP offering only to the extent that they may provide a placement for an employee whose position will be reduced/restructured/eliminated.)

The “safe position” option assumes the employees who remain would meet the qualifications for the “safe” positions. “Safe positions” do not have to be restructured if vacated. OPM recognizes that VERA and VSIP are voluntary attrition authorities and that not every employee in a targeted position is able/wants to retire and/or resign. As with other federal workforce restructuring authorities (e.g., RIF), the agency has the ability to reassign employees to minimize the impact of its restructuring efforts.

Ex. 5 - Deliberative Process

Enjoy the weekend.

Donna

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 4/10/2017 3:08:55 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: Internal VERA/VSIP checklist
Attachments: VERA and VSIP Requests .docx

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Hunt, Loretta
Sent: Monday, November 04, 2013 5:55 PM
To: Curtis, Lewis <Curtis.Lewis@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Internal VERA/VSIP checklist

Lewis,

I think I've captured the major areas of concern. Please review and provide feedback.

Thanks.

Loretta L. Hunt
HR Specialist
Human Resources Policy Division
U.S. EPA
Phone: (202) 564-6963 Fax: (202) 564-7879
Email: hunt.loretta@epa.gov

Message

From: Vaughan, Pat [Vaughan.Pat@epa.gov]
Sent: 7/26/2017 11:44:29 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: Re: Question on VERA/VSIP - Payroll and Leave Estimates

Thanks Loretta. I guess we will gather the data.

Sent from my iPhone

On Jul 26, 2017, at 6:15 PM, Hunt, Loretta <Hunt.Loretta@epa.gov> wrote:

Pat, here's OCFO's response.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Terris, Carol
Sent: Wednesday, July 26, 2017 6:11 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Parker, Gary <parker.gary@epa.gov>; Soward, Ruth-Alene <Soward.Ruth-Alene@epa.gov>; Remmers, Janet <Remmers.Janet@epa.gov>
Subject: RE: Question on VERA/VSIP - Payroll and Leave Estimates

Hi Loretta,

Yes we are working on this with a very limited set of contacts, and discussed the approach with Debbi Hart. We need to know costs for individual budget lines to plan for incentive and potentially annual leave. We know the lists are not yet final but can't get the funding placement done in time unless we start early. We also password protected each organization's list separately to protect confidentiality.

thanks

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 5/24/2017 7:27:54 PM
To: Sanders, Amy [Sanders.Amy@epa.gov]
CC: Breneman, Sara [breneman.sara@epa.gov]
Subject: RE: Region 5 VERA/VSIP input

Got it Amy- thank you. WRT your business case, understood and you did warn me. We will let you guys know if we have questions. Debbi

From: Sanders, Amy
Sent: Wednesday, May 24, 2017 2:55 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Breneman, Sara <breneman.sara@epa.gov>
Subject: Region 5 VERA/VSIP input

Debbi,

Please find attached R5's VERA/VSIP input.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Please contact Sara Breneman with any questions/edits at 312-886-0243 or breneman.sara@epa.gov.

Thanks,

Amy Sanders
Acting, Assistant Regional Administrator
U.S. EPA, Region 5
Resources Management Division
77 W Jackson Blvd
Chicago, IL 60604
Email: sanders.amy@epa.gov
Office: (312) 353-9196
Office Fax: (312) 353-1517

From: Hart, Debbi
Sent: Tuesday, May 23, 2017 3:45 PM
To: OHR PMOs <OHR_PMOs@epa.gov>; RHRO <RHRO@epa.gov>
Cc: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Showman, John <Showman.John@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Subject: FW: EPA Workforce Reshaping Information
Importance: High

All-

Just a reminder of what we are looking for in your VERA/VSIP submission.

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017**.

1. **Two-page summary of your business case** (following the detailed instructions in the VERA/VSIP Business Case Checklist attached- do your best to keep the business case brief)
2. **Completed Targeted Positions Template for your office** (Excel file attached; remember that if you are identifying safe positions they should be noted with an asterisk (*) in the targeted positions template; please see the attached FAQs for more details on safe positions)
3. **Current and proposed post VERA/VSIP organization chart for your office** (use PowerPoint; org charts should go down to the appropriate level to illustrate the organization's current and proposed organization)

Should you have questions, please contact Debbi Hart or Loretta Hunt- we love hearing from you.

List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
3. V-V FAQs (defines "safe positions" and provides other helpful information)

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Vizian, Donna
Sent: Monday, April 17, 2017 5:01 PM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: EPA Workforce Reshaping Information
Importance: High

Hi Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5th. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

The attached VERA/VSIP materials is intended to guide your submission of a brief, office-specific business case and a spreadsheet of your targeted positions. Remember that this time around we are looking to compiling all office-specific information into one agency-level business case. Specifically you must review the **VERA/VSIP Checklist** and follow the instructions there to complete your office's 2-page business case. You must also populate the **Targeted Positions Template** Excel file for your office (this spreadsheet is pre-populated with VERA/VSIP eligibility data for your office). The other attached files provide you with VERA/VSIP background information and guidance as you prepare your submittals (see listing and explanation below).

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017**.

1. Two-page summary of your business case (following the detailed instructions in the VERA/VSIP Business Case Checklist attached)
2. Completed Targeted Positions Template for your office (Excel file attached)
3. Current and proposed post VERA/VSIP organization chart for your office

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,
Donna

List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
3. VERA/VSIP Overview PowerPoint – review for a quick refresh on V/V authorities and a description of this year's submittal process.
4. Guiding Questions – suggestions for workforce reshaping drivers, skill set needs and other items to consider as you develop your business case.
5. Example Theme and Justifications – an example theme focused on reducing the number of nonsupervisory, high-graded (i.e., GS 13, 14 and 15) positions and a listing of past V/V justifications.
6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 5/19/2017 8:09:08 PM
To: Kuhns, Jason [Kuhns.Jason@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: Workforce Reshaping follow up
Attachments: R5 VERA VSIP Themes.5-19-17.xlsx

15!

From: Sanders, Amy
Sent: Friday, May 19, 2017 3:27 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Sypniewski, Bruce <sypniewski.bruce@epa.gov>; Newton, Cheryl <Newton.Cheryl@epa.gov>; Breneman, Sara <breneman.sara@epa.gov>
Subject: FW: Workforce Reshaping follow up

Donna/Debbi,

Please find attached our estimates using the required spreadsheet.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Thanks,

Amy

From: Vizian, Donna
Sent: Friday, May 12, 2017 12:57 PM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>
Subject: Workforce Reshaping follow up

Hi Everyone,

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Two other things: I am attaching FAQs for your information and below is information on “safe positions.”

OPM’s revised VSIP template addresses safe positions (attached, pg. 2, first paragraph):

The agency’s targeted population chart, “. . . may include additional categories of employees beyond those whose positions are directly targeted for elimination/restructuring (i.e., positions that are not the main focus for reduction/restructuring/elimination, but which are included in the VSIP offering only to the extent that they may provide a placement for an employee whose position will be reduced/restructured/eliminated.)

The “safe position” option assumes the employees who remain would meet the qualifications for the “safe” positions. “Safe positions” do not have to be restructured if vacated. OPM recognizes that VERA and VSIP are voluntary attrition authorities and that not every employee in a targeted position is able/wants to retire and/or resign. As with other federal workforce restructuring authorities (e.g., RIF), the agency has the ability to reassign employees to minimize the impact of its restructuring efforts.

Ex. 5 - Deliberative Process

Enjoy the weekend.

Donna

To: Torrez, Alfredo[Torrez.Alfredo@epa.gov]; Hunt, Loretta[Hunt.Loretta@epa.gov]
From: Erickson, Amber
Sent: Wed 5/10/2017 5:28:12 PM
Subject: RE: Additional V/V Questions

Hi Loretta,

Just wondering if you know the answers to any of our follow up questions? I know you're swamped so just a friendly reminder

From: Torrez, Alfredo
Sent: Tuesday, May 2, 2017 4:35 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Stevens, Robert <Stevens.Robert@epa.gov>; Erickson, Amber <Erickson.Amber@epa.gov>
Subject: Additional V/V Questions

Hi Loretta,

Thank you for talking with us today. I have some additional V/V questions for you:

- Are there any series, other than those identified in a business case/justification, that are not eligible under VERA/VSIP?

- Can we cap the number of offers for each program office?

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

- Will/can the applications for buyouts be handled on a First Come First Served basis? I know for our two most recent V/V we based acceptance on the following:

"Decisions about who receives VERA and VSIP will be made based on the employees' official service computation date (SCD)-LEAVE and OW's program needs. The total number of years with EPA will serve as the tie breaker. If necessary, the total number of years with OW will serve as a second tie breaker."

Alfredo Torrez, Associate Director and

OW Program Management Official

Management and Operations Staff

Office of Water, Office of the Assistant Administrator

U.S. Environmental Protection Agency

Room 3311C WJC East (4101M)

Phone: (202) 564-6621 Mobile: **Ex. 6 - Personal Privacy**

Fax: (202) 564-0500

Email: torrez.alfredo@epa.gov

Please consider the environment before printing this email.

Information contained in this message may be subject to the Privacy Act (5USC 552a) and should be treated accordingly. The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged information. Any review, re-transmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you receive this in error, please contact the sender and delete the material from any computer.

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 5/19/2017 6:09:16 PM
To: Kuhns, Jason [Kuhns.Jason@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: OCSPP Workforce Reshaping follow up
Attachments: VERA VSIP Major Themes OCSPP 5.17.17.final.xlsx

12

From: Wise, Louise
Sent: Friday, May 19, 2017 1:30 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Cleland-Hamnett, Wendy <Cleland-Hamnett.Wendy@epa.gov>; Graf, Kate <Graf.Kate@epa.gov>; Morales, Oscar <Morales.Oscar@epa.gov>
Subject: OCSPP Workforce Reshaping follow up

Donna and Debbi – Here is the spreadsheet for OCSPP. Enjoy your weekend!

From: "Vizian, Donna" <Vizian.Donna@epa.gov>
Date: May 12, 2017 at 3:56:53 PM EDT
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>, 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: "Hart, Debbi" <Hart.Debbi@epa.gov>, "Parker, Gary" <parker.gary@epa.gov>, "Hunt, Loretta" <Hunt.Loretta@epa.gov>, "Gray, Linda" <gray.linda@epa.gov>, "Carpenter, Wesley" <Carpenter.Wesley@epa.gov>, DAA-Career <DAACareer@epa.gov>, DRA <DRA@epa.gov>, ARA <ARA@epa.gov>
Subject: Workforce Reshaping follow up

Hi Everyone,

Following up on our Wednesday conversation, we reviewed the themes and combined the restructuring of non-supervisory positions and restructuring of supervisory positions into one theme. I am attaching the table of the revised themes. There are now 6. Our next step is to estimate the number of positions in the pool and number of offers we would accept by theme and appropriation. If you have a position that crosses multiple appropriations, please indicate as such by using the "Across Multiple Appropriations" column along with specific details in the "Comments" column. Please remember that this is an **estimate** to be used to show the potential outcome to the policy team. If the decision is to proceed, we will ask you to provide detailed information that will lead to your final number. Please complete the attached spreadsheet **by May 19th** and send it to Debbi Hart and me. Remember, you do not need to participate in every theme.

If we move to the implementation stage, the next step will be to complete a template for your office and identify positions in the pool. We will resend that information and Debbi will be available to assist your staff with completing the information. OARM would then use this information to develop one business case for the agency. We will also begin working on a communication plan should we get the green light to proceed.

Two other things: I am attaching FAQs for your information and below is information on “safe positions.”

OPM’s revised VSIP template addresses safe positions (attached, pg. 2, first paragraph):

The agency’s targeted population chart, “. . . may include additional categories of employees beyond those whose positions are directly targeted for elimination/restructuring (i.e., positions that are not the main focus for reduction/restructuring/elimination, but which are included in the VSIP offering only to the extent that they may provide a placement for an employee whose position will be reduced/restructured/eliminated.)

The “safe position” option assumes the employees who remain would meet the qualifications for the “safe” positions. “Safe positions” do not have to be restructured if vacated. OPM recognizes that VERA and VSIP are voluntary attrition authorities and that not every employee in a targeted position is able/wants to retire and/or resign. As with other federal workforce restructuring authorities (e.g., RIF), the agency has the ability to reassign employees to minimize the impact of its restructuring efforts.

The use of MP procedures would negate the purpose of designating a “safe position” since: the agency would be unable to limit the area of consideration to just employees whose positions were targeted for restructuring/elimination; and management has the right to select or not select from a group of certified eligibles. Also, it could be perceived V-V is being used to move people out in order to promote others.

Enjoy the weekend.

Donna

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 5/26/2017 2:37:09 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]; Parker, Gary [parker.gary@epa.gov]
Subject: FW: Announcement of V/V - mass mailer from Mike

FYI—Mass Mailer on V/V to go out next week—timed with union notification.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Cooper, Marian
Sent: Friday, May 26, 2017 10:34 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: FW: Announcement of V/V - mass mailer from Mike

Marian Pechmann Cooper
Chief of Staff
Office of Administration and Resources Management
William Jefferson Clinton Federal Building-NORTH (3330)
Washington, DC 20460
office number -- 202 564-0620
office fax -- 202 564-0233



From: Flynn, Mike
Sent: Friday, May 26, 2017 10:32 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Hull, George <Hull.George@epa.gov>; Sowell, Sarah <Sowell.Sarah@epa.gov>; Cooper, Marian <Cooper.Marian@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Reeder, John <Reeder.John@epa.gov>
Subject: Re: Announcement of V/V - mass mailer from Mike

Thanks Donna. I'll look at this weekend.

Mike Flynn
Acting Deputy Administrator

U.S. Environmental Protection Agency
(202) 564-4711

On May 26, 2017, at 9:54 AM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Mike, As we discussed last night, here is a draft of a mass mailer for you to send.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

<Flynn.V.V.2017.rev1.docx>

13

To: Hunt, Loretta[Hunt.Loretta@epa.gov]
From: Parker, Gary
Sent: Fri 6/2/2017 12:58:57 PM
Subject: RE: OECA's VERA/VSIP materials

Can I get the document she sent, so I can verify that her numbers did not change, as she stated.
Thanks.

Mr. Gary Parker

Branch Chief, Workforce Planning

USEPA/OARM/OHR

(O) 202-564-7421

(M) Ex. 6 - Personal Privacy

From: Hunt, Loretta
Sent: Friday, June 02, 2017 7:47 AM
To: Milton, Laura <Milton.Laura@epa.gov>
Cc: Badalamente, Mark <Badalamente.Mark@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: Re: OECA's VERA/VSIP materials

Thanks, we'll review and follow-up as necessary. Ex. 5 - Deliberative Process we'll just have to see what OPM says about their inclusion. They may ask for additional information.

Loretta L. Hunt, Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

(202) 564-6963

hunt.loretta@epa.gov

On May 30, 2017, at 4:38 PM, Milton, Laura <Milton.Laura@epa.gov> wrote:

Hi Loretta, here's a quick re-send of the spreadsheet; only the first column was affected. No changes were made to the Retirement Eligibles, VERA or VSIP columns.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

The bottom line, as Mark mentioned, is that OECA is dealing with historical shortfalls in our non-pay accounts so we are seeking to eliminate positions to help alleviate that. We are requesting

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Along with the rest of the federal government, we anticipate restructuring across the organization as we begin to consolidate functions and focus on administration priorities. These discussions are just getting underway federal government-wide so we cannot identify the specific positions/offices that will be affected.

Thanks for your help and guidance!

Laura Milton, PMO

Administrative Management Division

OECA/Office of Administration and Policy

US Environmental Protection Agency

Phone: 202-564-6017

milton.laura@epa.gov

From: Hunt, Loretta

Sent: Tuesday, May 30, 2017 11:35 AM

To: Badalamente, Mark <Badalamente.Mark@epa.gov>; Milton, Laura <Milton.Laura@epa.gov>

Cc: Schulman, Marvin <Schulman.Marvin@epa.gov>; Parker, Gary <parker.gary@epa.gov>

Subject: FW: OECA's VERA/VSIP materials

Mark/Laura,

We have several concerns with the submission:

- Which positions do you plan to restructure if vacated? Which positions will be eliminated if vacated?
- The budget information (rows D&H): shouldn't be zero. Use the number of positions you plan to eliminate if vacated to show savings to the agency (i.e., no longer have to pay salary, benefits and WCF for X number of vacated positions).
- The org chart is lacking information. Please send something similar to this: <http://intranet.epa.gov/oeca/files/oeca-orgchart.pdf>
- On the targeted position chart, column B, some of the numbers aren't adding up (e.g., row 39, row 87)
- Please verify that targeted 2210 positions aren't IT security positions.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Hunt, Loretta
Sent: Thursday, May 25, 2017 1:06 PM
To: Schulman, Marvin <Schulman.Marvin@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: OECA's VERA/VSIP materials

FYA

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Hart, Debbi
Sent: Thursday, May 25, 2017 9:31 AM
To: Parker, Gary <parker.gary@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>; Willig, Jeanine <willig.jeanine@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: FW: OECA's VERA/VSIP materials

Big 8!

From: Badalamente, Mark

Sent: Wednesday, May 24, 2017 4:14 PM

To: Vizian, Donna <Vizian.Donna@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Cc: Starfield, Lawrence <Starfield.Lawrence@epa.gov>; Milton, Laura
<Milton.Laura@epa.gov>

Subject: OECA's VERA/VSIP materials

Donna and Debbi –

Attached are OECA's materials to support our VERA/VSIP proposal. I also want to thank Debbi and Loretta Hunt for their great assistance (and patience) in entertaining our many questions and offering their sound guidance.

I also want to reiterate the request I made at the last DAA brownbag that either the First Assistants or the Acting DAAs/DRAs be given an opportunity to review the submissions (including the proposed justifications) as a group to spot any cross-office issues or potential problems.

Thanks, again!

Mark Badalamente

Acting Deputy Assistant Administrator for Management

Senior Resource Official (SRO)

Senior Information Official (SIO)

Office of Enforcement and Compliance Assurance

US Environmental Protection Agency

William Jefferson Clinton Building

Room 3235 South

Office: 202-564-4673

Mobile: **Ex. 6 - Personal Privacy**

<ALL LOCATIONS Targeted Positions Template VERA AND VSIP ALL no
Cls.xlsx>

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 6/8/2017 5:58:40 PM
To: Coomber, Robert [coomber.robert@epa.gov]; Corbett, Krysti [Corbett.Krysti@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]; Parker, Gary [parker.gary@epa.gov]
Subject: FW: 2014 NTEU VERA/VSIP PDI Draft MOU
Attachments: EPA VERA VSIP MOU.pdf

Importance: High

Hey—I'm mining V/V materials and found this. Tossing it over in case it's helpful.

From: Engebretson, Lizabeth
Sent: Wednesday, May 17, 2017 6:14 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: 2014 NTEU VERA/VSIP PDI Draft MOU
Importance: High

Debbi,
Hi – Sharing if this is also helpful.

Regards,
Liz

From: Roberts, Suzanne
Sent: Monday, February 10, 2014 1:39 PM
To: Engebretson, Lizabeth J. <Engebretson.Lizabeth@epa.gov>; Ciccarello, Nancy <Ciccarello.Nancy@epa.gov>
Subject: FW: NTEU VERA/VSIP PDI Draft MOU
Importance: High

To: Hunt, Loretta[Hunt.Loretta@epa.gov]
From: Schulman, Marvin
Sent: Thur 6/1/2017 10:07:16 PM
Subject: RE: Revised - Office of Water's VERA/VSIP Submission

Loretta – Do you have the document with their org chart? It wasn't included among the 3 attachments in the one you sent me

Thanks!

From: Hunt, Loretta
Sent: Thursday, June 01, 2017 4:22 PM
To: Schulman, Marvin <Schulman.Marvin@epa.gov>
Subject: FW: Revised - Office of Water's VERA/VSIP Submission

FYA

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Torrez, Alfredo
Sent: Wednesday, May 31, 2017 12:44 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>
Cc: Best-Wong, Benita <Best-Wong.Benita@epa.gov>; Stevens, Robert

<Stevens.Robert@epa.gov>; Erickson, Amber <Erickson.Amber@epa.gov>

Subject: RE: Revised - Office of Water's VERA/VSIP Submission

The Office of Water is submitting a revised VERA/VSIP submission to add GS-09/11/12 to the 0301 series. This change necessitated revisions to the following documents (attached):

- Two-page narrative justification with budget information (budget information or maximum number of VSIPs did not change)

Changes

- Numbers of positions in the target pool on page 1 under the “Explanation of how VSIP will be used in conjunction with VERA” heading.
- Number of positions in the target pool in the table on page 2.

- Attachment 1 – Targeted Positions and Maximum Number of VSIPs (added four to the 0301 target pool; the number of VSIPS per series/group did not change)

Changes

- Numbers of positions in the target pool in the 0301 series on page 1
- Total number of positions in the target pool on page 5.

- Attachment 3 – Targeted Positions Template (added four to the 0301 target pool; the number of VSIPs per series/group did not change)

Changes

- o Numbers of positions in the target pool in the 0301 series
- o Total number of positions in the target pool

Changes were not required to attachments 2 or 4. Please feel free to contact me if you have questions.

Alfredo Torrez, Associate Director and

OW Program Management Official

Management and Operations Staff

Office of Water, Office of the Assistant Administrator

U.S. Environmental Protection Agency

Room 3311C WJC East (4101M)

Phone: (202) 564-6621 Mobile: **Ex. 6 - Personal Privacy**

Fax: (202) 564-0500

Email: torrez.alfredo@epa.gov

Please consider the environment before printing this email.

Information contained in this message may be subject to the Privacy Act (5USC 552a) and should be treated accordingly. The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged information. Any review, re-transmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you receive this in error, please contact the sender and delete the material from any computer.

From: Torrez, Alfredo

Sent: Thursday, May 25, 2017 4:00 PM

To: Hart, Debbi <Hart.Debbi@epa.gov>

Cc: Mike Shapiro <Shapiro.Mike@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Best-Wong, Benita <Best-Wong.Benita@epa.gov>; OW Deputy Office Directors <OWDeputyOfficeDirectors@epa.gov>; Robert Stevens <Stevens.Robert@epa.gov>; Tim Fontaine <Fontaine.Tim@epa.gov>

Subject: Office of Water's VERA/VSIP Submission

Debbi,

Attached the Office of Water's VERA/VSIP package. Included in our submission is:

- Two-page narrative justification with budget information
- Attachment 1 – Targeted Positions and Maximum Number of VSIPs
- Attachment 2 – Org Chart Post VERA/VSIP
- Attachment 3 – Targeted Positions Template
- Attachment 4 – Projected Costs and Savings

Please feel free to contact me if you have questions.

Alfredo Torrez, Associate Director and

OW Program Management Official

Management and Operations Staff

Office of Water, Office of the Assistant Administrator

U.S. Environmental Protection Agency

Room 3311C WJC East (4101M)

Phone: (202) 564-6621 Mobile: **Ex. 6 - Personal Privacy**

Fax: (202) 564-0500

Email: torrez.alfredo@epa.gov

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To: Milton, Laura[Milton.Laura@epa.gov]
Cc: Hunt, Loretta[Hunt.Loretta@epa.gov]
From: Schulman, Marvin
Sent: Thur 6/1/2017 9:48:56 PM
Subject: RE: OECA's VERA/VSIP materials

Yes, we can talk Monday

I need to touch base with Loretta re; the IT-IS positions.

Re reorgs, I would just mention that OECA anticipates that it may need to do some reorganizations to address refocused efforts post V/V

Have a great weekend

Marvin

From: Milton, Laura
Sent: Thursday, June 01, 2017 5:44 PM
To: Schulman, Marvin <Schulman.Marvin@epa.gov>
Subject: RE: OECA's VERA/VSIP materials

Can we please talk on Monday?

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Sent from my Windows Phone

From: Schulman, Marvin
Sent: 6/1/2017 3:30 PM
To: Milton, Laura
Subject: RE: OECA's VERA/VSIP materials

Hey Laura –

Re: how would you like to have the eliminated/restructured positions further delineated (and where should that be reflected)?;

Please show the number of positions to be restructured in Column Q, in the row corresponding to that occupational series or location.

Re: was further information re the two 2210's identified as information security needed and, if so, what information do you need re these positions?;

Just a statement indicating that no info sec positions are among the 2210s targeted for V/V in the business case.

is there further guidance re the org chart?

What OECA submitted is not its org chart (The earlier email included a link to OECA's chart...you could use that for your submission.

(Sorry, I thought I'd sent this hours ago, didn't mean to let it sit here half-written)

Marvin

X7778

From: Milton, Laura
Sent: Thursday, June 01, 2017 10:52 AM
To: Schulman, Marvin <Schulman.Marvin@epa.gov>
Subject: RE: OECA's VERA/VSIP materials

Hi Marvin, I still wanted to follow up re the rest of the request for information: how would you like to have the eliminated/restructured positions further delineated (and where should that be reflected)?; was further information Ex. 5 - Deliberative Process identified as information security needed and, if so, what information do you need re these positions?; and, is there further guidance re the org chart?

Sent from my Windows Phone

From: Schulman, Marvin
Sent: 5/30/2017 4:40 PM
To: Milton, Laura; Hunt, Loretta; Badalamente, Mark
Cc: Parker, Gary
Subject: RE: OECA's VERA/VSIP materials

Hey Laura –

Let me look this over and I or Loretta will get back with you

Marvin

X7778

From: Milton, Laura
Sent: Tuesday, May 30, 2017 4:39 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Badalamente, Mark <Badalamente.Mark@epa.gov>
Cc: Schulman, Marvin <Schulman.Marvin@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: RE: OECA's VERA/VSIP materials

Hi Loretta, here's a quick re-send of the spreadsheet; only the first column was affected. No changes were made to the Retirement Eligibles, VERA or VSIP columns. I will wait to hear from you with further instruction re identification of the restructured/eliminated positions, the budget chart and the org chart. [REDACTED] of our 2210's are IT security positions. We included a brief statement in the submission regarding the restructuring of the 2210 positions; what additional justification is needed?

The bottom line, as Mark mentioned, is that OECA is dealing with historical shortfalls in our non-pay accounts so we are seeking to eliminate positions to help alleviate that. We are requesting [REDACTED]

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Along with the rest of the federal government, we anticipate restructuring across the organization as we begin to consolidate functions and focus on administration priorities. These discussions are just getting underway federal government-wide so we cannot identify the specific positions/offices that will be affected.

Thanks for your help and guidance!

Laura Milton, PMO

Administrative Management Division

OECA/Office of Administration and Policy

US Environmental Protection Agency

Phone: 202-564-6017

milton.laura@epa.gov

From: Hunt, Loretta

Sent: Tuesday, May 30, 2017 11:35 AM

To: Badalamente, Mark <Badalamente.Mark@epa.gov>; Milton, Laura <Milton.Laura@epa.gov>

Cc: Schulman, Marvin <Schulman.Marvin@epa.gov>; Parker, Gary <parker.gary@epa.gov>

Subject: FW: OECA's VERA/VSIP materials

Mark/Laura,

We have several concerns with the submission:

- Which positions do you plan to restructure if vacated? Which positions will be eliminated if vacated?
- The budget information (rows D&H): shouldn't be zero. Use the number of positions you plan to eliminate if vacated to show savings to the agency (i.e., no longer have to pay salary, benefits and WCF for X number of vacated positions).
- The org chart is lacking information. Please send something similar to this:
<http://intranet.epa.gov/oeca/files/oeca-orgchart.pdf>
- On the targeted position chart, column B, some of the numbers aren't adding up (e.g., row 39, row 87)
- Please verify that targeted 2210 positions aren't IT security positions.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Hunt, Loretta

Sent: Thursday, May 25, 2017 1:06 PM

To: Schulman, Marvin <Schulman.Marvin@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>

Subject: FW: OECA's VERA/VSIP materials

FYA

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Hart, Debbi

Sent: Thursday, May 25, 2017 9:31 AM

To: Parker, Gary <parker.gary@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>; Willig, Jeanine <willig.jeanine@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>

Subject: FW: OECA's VERA/VSIP materials

Big 8!

From: Badalamente, Mark

Sent: Wednesday, May 24, 2017 4:14 PM

To: Vizian, Donna <Vizian.Donna@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Cc: Starfield, Lawrence <Starfield.Lawrence@epa.gov>; Milton, Laura <Milton.Laura@epa.gov>

Subject: OECA's VERA/VSIP materials

Donna and Debbi –

Attached are OECA's materials to support our VERA/VSIP proposal. I also want to thank Debbi and Loretta Hunt for their great assistance (and patience) in entertaining our many questions and offering their sound guidance.

I also want to reiterate the request I made at the last DAA brownbag that either the First Assistants or the Acting DAAs/DRAs be given an opportunity to review the submissions (including the proposed justifications) as a group to spot any cross-office issues or potential problems.

Thanks, again!

Mark Badalamente

Acting Deputy Assistant Administrator for Management

Senior Resource Official (SRO)

Senior Information Official (SIO)

Office of Enforcement and Compliance Assurance

US Environmental Protection Agency

William Jefferson Clinton Building

Room 3235 South

Office: 202-564-4673

Mobile: Ex. 6 - Personal Privacy

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 5/19/2017 5:37:34 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]; Parker, Gary [parker.gary@epa.gov]
Subject: FW: OAR Submission: Workforce Reshaping follow up
Attachments: OAR VERA VSIP Major Themes.xlsx

Big 1-0! (But a little 1.8% LOL)

From: Kutzke, Julie
Sent: Friday, May 19, 2017 12:58 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Shaw, Betsy <Shaw.Betsy@epa.gov>; Dunham, Sarah <Dunham.Sarah@epa.gov>; Monroe, Scott <Monroe.Scott@epa.gov>
Subject: OAR Submission: Workforce Reshaping follow up

Donna/Debbi,

I am forwarding you OAR's submission on behalf of Sarah Dunham and Betsy Shaw.

Let us know if you have any questions.

Julie Kutzke
Office of Air and Radiation

From: Vizian, Donna
Sent: Friday, May 12, 2017 3:57 PM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>
Subject: Workforce Reshaping follow up

Hi Everyone,

Following up on our Wednesday conversation, we reviewed the themes and combined the restructuring of non-supervisory positions and restructuring of supervisory positions into one theme. I am attaching the table of the revised themes. There are now 6. Our next step is to estimate the number of positions in the pool and number of offers we would accept by theme and appropriation. If you have a position that crosses multiple appropriations, please indicate as such by using the "Across Multiple Appropriations" column along with specific details in the "Comments" column. Please remember that this is an **estimate** to be used to show the potential outcome to the policy team. If the decision is to proceed, we will ask you to provide detailed information that will lead to your final number. Please complete the attached spreadsheet **by May 19th** and send it to Debbi Hart and me. Remember, you do not need to participate in every theme.

If we move to the implementation stage, the next step will be to complete a template for your office and identify positions in the pool. We will resend that information and Debbi will be available to assist your staff with completing the information. OARM would then use this information to develop one business case for the agency. We will also begin working on a communication plan should we get the green light to proceed.

Two other things: I am attaching FAQs for your information and below is information on “safe positions.”

OPM’s revised VSIP template addresses safe positions (attached, pg. 2, first paragraph):

The agency’s targeted population chart, “. . . may include additional categories of employees beyond those whose positions are directly targeted for elimination/restructuring (i.e., positions that are not the main focus for reduction/restructuring/elimination, but which are included in the VSIP offering only to the extent that they may provide a placement for an employee whose position will be reduced/restructured/eliminated.)

The “safe position” option assumes the employees who remain would meet the qualifications for the “safe” positions. “Safe positions” do not have to be restructured if vacated. OPM recognizes that VERA and VSIP are voluntary attrition authorities and that not every employee in a targeted position is able/wants to retire and/or resign. As with other federal workforce restructuring authorities (e.g., RIF), the agency has the ability to reassign employees to minimize the impact of its restructuring efforts.

The use of MP procedures would negate the purpose of designating a “safe position” since: the agency would be unable to limit the area of consideration to just employees whose positions were targeted for restructuring/elimination; and management has the right to select or not select from a group of certified eligibles. Also, it could be perceived V-V is being used to move people out in order to promote others.

Enjoy the weekend.

Donna

Message

From: Schulman, Marvin [Schulman.Marvin@epa.gov]
Sent: 4/12/2017 7:26:59 PM
To: OHR PPTD PAB [OHR_PPTD_PAB@epa.gov]
Subject: Copy of New OMB Memo
Attachments: OMB Memo (M-17-22).pdf

Is attached

Marvin
(202) 564-7778

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 3/23/2017 5:21:21 PM
To: Smith-Starckey, Tracye [Smith-Starckey.Tracye@epa.gov]
CC: Parker, Gary [parker.gary@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Hembrey, Cheri [Hembrey.Cheri@epa.gov]
Subject: FW: Final OIG VERA-VSIP Report Update

As mentioned/requested at our management meeting yesterday, below is an update on the status of our V/V OIG audit. Please let me know if there are questions. Thanks! Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Roach, Tim
Sent: Tuesday, March 21, 2017 10:34 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Final OIG VERA-VSIP Report Update

Good morning Debbi,

Our final report will be issued by the end of the month. It's been a long process and I thank you for your time and assistance. We updated the final report with the last bit of information you sent, plus what we received from OW. As always, feel free to call or send an e-mail if you have any questions.

Sincerely,

Tim R.

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 6/8/2017 5:18:35 PM
To: Parker, Gary [parker.gary@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: How to organize the V/V information
Attachments: VSIP request template FINAL.pdf; VERA request template FINAL.pdf; EPA Prog and Reg Business Cases 6-5-17.docx
Importance: High

As discussed. Please see VSIP template-- in particular item 8. Would it be best to submit our targeted positions template or use their version?

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Hart, Debbi
Sent: Wednesday, June 07, 2017 12:59 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>
Subject: FW: How to organize the V/V information
Importance: High

Per discussion, please look at the Word file attached which contains a table of contents showing how we would structure our agency business case.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Hunt, Loretta
Sent: Tuesday, June 06, 2017 6:41 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: How to organize the V/V information

REMINDER

Loretta L. Hunt
Branch Chief

Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hunt, Loretta
Sent: Monday, June 05, 2017 6:55 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: How to organize the V/V information
Importance: High

Debbi,

I think we should complete OPM's VERA and VSIP forms and then attach:

1. Regional/Program Business Cases/Budget Info (one document)
2. Targeted Position Spreadsheet
3. Org Charts (one file?)

I'm afraid if we try to put the cases together by theme it will take too long and be confusing. We can address the themes and the agency's desire to reduce/consolidate/restructure positions to realize efficiency in the OPM forms.

Let me know what you think.

OPM forms and draft business case document attached.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 5/19/2017 5:19:43 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]; Parker, Gary [parker.gary@epa.gov]
Subject: FW: Workforce Reshaping follow up - R7
Attachments: R7 VERA VSIP MajorThemes.xlsx

Jason tells me this is #9.

From: Brincks, Mike
Sent: Friday, May 19, 2017 12:36 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Chu, Ed <Chu.Ed@epa.gov>; Flournoy, Karen <Flournoy.Karen@epa.gov>; Krehbiel, Ben <Krehbiel.Ben@epa.gov>
Subject: Workforce Reshaping follow up - R7

Hi Donna and Debbie,

R7 estimate attached.

Thanks,

Mike

From: "Vizian, Donna" <Vizian.Donna@epa.gov>
Date: May 12, 2017 at 2:56:53 PM CDT
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>, 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: "Hart, Debbi" <Hart.Debbi@epa.gov>, "Parker, Gary" <parker.gary@epa.gov>, "Hunt, Loretta" <Hunt.Loretta@epa.gov>, "Gray, Linda" <gray.linda@epa.gov>, "Carpenter, Wesley" <Carpenter.Wesley@epa.gov>, DAA-Career <DAACareer@epa.gov>, DRA <DRA@epa.gov>, ARA <ARA@epa.gov>
Subject: Workforce Reshaping follow up

Hi Everyone,

Following up on our Wednesday conversation, we reviewed the themes and combined the restructuring of non-supervisory positions and restructuring of supervisory positions into one theme. I am attaching the table of the revised themes. There are now 6. Our next step is to estimate the number of positions in the pool and number of offers we would accept by theme and appropriation. If you have a position that crosses multiple appropriations, please indicate as such by using the "Across Multiple Appropriations" column along with specific details in the "Comments" column. Please remember that this is an **estimate** to be used to show the potential outcome to the policy team. If the decision is to proceed, we will ask you to provide detailed information that will lead to your final number. Please complete the attached spreadsheet **by May 19th** and send it to Debbi Hart and me. Remember, you do not need to participate in every theme.

If we move to the implementation stage, the next step will be to complete a template for your office and identify positions in the pool. We will resend that information and Debbi will be available to assist your staff with completing the information. OARM would then use this information to develop one business case for the agency. We will also begin working on a communication plan should we get the green light to proceed.

Two other things: I am attaching FAQs for your information and below is information on “safe positions.”

OPM’s revised VSIP template addresses safe positions (attached, pg. 2, first paragraph):

The agency’s targeted population chart, “. . . may include additional categories of employees beyond those whose positions are directly targeted for elimination/restructuring (i.e., positions that are not the main focus for reduction/restructuring/elimination, but which are included in the VSIP offering only to the extent that they may provide a placement for an employee whose position will be reduced/restructured/eliminated.)

The “safe position” option assumes the employees who remain would meet the qualifications for the “safe” positions. “Safe positions” do not have to be restructured if vacated. OPM recognizes that VERA and VSIP are voluntary attrition authorities and that not every employee in a targeted position is able/wants to retire and/or resign. As with other federal workforce restructuring authorities (e.g., RIF), the agency has the ability to reassign employees to minimize the impact of its restructuring efforts.

The use of MP procedures would negate the purpose of designating a “safe position” since: the agency would be unable to limit the area of consideration to just employees whose positions were targeted for restructuring/elimination; and management has the right to select or not select from a group of certified eligibles. Also, it could be perceived V-V is being used to move people out in order to promote others.

Enjoy the weekend.

Donna

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 3/22/2017 7:39:46 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: Workforce Reshaping RIF
Attachments: Workforce Reshaping RIF.docx

FYI—this is John's rework of the RIF piece Arron updated. Thought you might need it.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Showman, John
Sent: Tuesday, March 21, 2017 1:49 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Helm, Arron <Helm.Arron@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Workforce Reshaping RIF

This is what Arron/Debbi sent with the V/V info. I changed to reflect OARM (vs SSC/ERD).

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 4/5/2017 4:24:00 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: EMC Follow-up

Hey—we will need to pull out the Toolkit to see what can be helpful beyond what we already pulled together.

From: Hart, Debbi
Sent: Wednesday, April 05, 2017 10:13 AM
To: Showman, John <Showman.John@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Cooper, Marian <Cooper.Marian@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Bell, Matthew <Bell.Matthew@epa.gov>
Subject: Re: EMC Follow-up

We have the V/V eligibility reports for each program and regional office.

We can also look through ALL the related info we have in our V/V toolkit to find relevant guidance for folks. We can pull items and share with you in advance. DH

Sent from my iPhone

On Apr 5, 2017, at 9:44 AM, Showman, John <Showman.John@epa.gov> wrote:

I think Debbi and Jason have been preparing the individual reports for programs and regions. If they are ready we should try and get the info out early next week.

Sent from my iPhone

On Apr 5, 2017, at 9:41 AM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

No date specific but folks are anxious

On Apr 5, 2017, at 9:33 AM, Cooper, Marian <Cooper.Marian@epa.gov> wrote:

As a result of the VERA/VSIP discussion at the EMC yesterday, Donna agreed to send the EMC members a template and data for each organization. I have attached what may have been the template we used in 2013.

Donna – did you commit to a date when they would receive this information?

Thanks,
Marian

Marian Pechmann Cooper
Chief of Staff
Office of Administration and Resources Management
William Jefferson Clinton Federal Building-NORTH (3330)
Washington, DC 20460
office number -- 202 564-0620
office fax -- 202 564-0233

<image003.png>

<EPA VERA-VSIP Template Rev.doc>

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 5/16/2017 10:39:30 PM
To: Peabody, Hitch [Peabody.Hitch@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: Workforce SES Position
Attachments: R9 V-V Request 12-20-13 2of2.pdf; R9 V-V Request 12-20-13 1of2.pdf

Hello Hitch-

We are having a fair number of VERA/VSIP discussions these days and realize that bc some folks are asking about targeting SES positions, you might well get queried for how that works in your role as the acting director of ERD. So, attached is an example of a V/V business case that did target SES positions—I think it's the only example I've seen and be aware that OPM provides extra scrutiny on these! Loretta also provided the link to OPM guidance on SES allocations below for your reference. Please let us know if you'd like to discuss further. Thanks. Debbi

Debbi Hart
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hart.debbi@epa.gov

From: Hunt, Loretta
Sent: Tuesday, May 16, 2017 6:25 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Workforce SES Position

Debbi,

It was R9. Business case: position was abolished and the slot was returned to the agency for reallocation.

Also, OPM's guidance on SES allocations can be found on pg. 4 of the [SES Guide](#).

Loretta L. Hunt
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